G395
3:972-974
C.2

North Carolina State Library
Raleigh
N. C.
Doc.

Edgecombe Technical Institute

TARBORO, NORTH CAROLINA

1972 - 1974

1972

JANUARY

S	M	T	W	T	F	S
--	--	--	--	--	--	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	--	--	--	--	--

FEBRUARY

S	M	T	W	T	F	S
--	--	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	--	--	--	--
--	--	--	--	--	--	--

MARCH

S	M	T	W	T	F	S
--	--	--	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	--
--	--	--	--	--	--	--

APRIL

S	M	T	W	T	F	S
--	--	--	--	--	--	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	--	--	--	--	--	--

MAY

S	M	T	W	T	F	S
--	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	--	--	--
--	--	--	--	--	--	--

JUNE

S	M	T	W	T	F	S
--	--	--	--	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	--
--	--	--	--	--	--	--

JULY

S	M	T	W	T	F	S
--	--	--	--	--	--	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	--	--	--	--	--

AUGUST

S	M	T	W	T	F	S
--	--	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	--	--
--	--	--	--	--	--	--

SEPTEMBER

S	M	T	W	T	F	S
--	--	--	--	--	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
--	--	--	--	--	--	--

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	--	--	--	--
--	--	--	--	--	--	--

NOVEMBER

S	M	T	W	T	F	S
--	--	--	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	--	--
--	--	--	--	--	--	--

DECEMBER

S	M	T	W	T	F	S
--	--	--	--	--	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	--	--	--	--	--	--

1973

JANUARY

S	M	T	W	T	F	S
--	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	--	--	--
--	--	--	--	--	--	--

FEBRUARY

S	M	T	W	T	F	S
--	--	--	--	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	--	--	--
--	--	--	--	--	--	--

MARCH

S	M	T	W	T	F	S
--	--	--	--	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
--	--	--	--	--	--	--

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	--	--	--	--	--
--	--	--	--	--	--	--

MAY

S	M	T	W	T	F	S
--	--	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	--	--
--	--	--	--	--	--	--

JUNE

S	M	T	W	T	F	S
--	--	--	--	--	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
--	--	--	--	--	--	--

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	--	--	--	--
--	--	--	--	--	--	--

AUGUST

S	M	T	W	T	F	S
--	--	--	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	--
--	--	--	--	--	--	--

SEPTEMBER

S	M	T	W	T	F	S
--	--	--	--	--	--	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	--	--	--	--	--	--

OCTOBER

S	M	T	W	T	F	S
--	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	--	--	--
--	--	--	--	--	--	--

NOVEMBER

S	M	T	W	T	F	S
--	--	--	--	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	--
--	--	--	--	--	--	--

DECEMBER

S	M	T	W	T	F	S
--	--	--	--	--	--	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	--	--	--	--	--

1974

JANUARY

S	M	T	W	T	F	S
--	--	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	--	--
--	--	--	--	--	--	--

FEBRUARY

S	M	T	W	T	F	S
--	--	--	--	--	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	--	--
--	--	--	--	--	--	--

MARCH

S	M	T	W	T	F	S
--	--	--	--	--	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	--	--	--	--	--	--

APRIL

S	M	T	W	T	F	S
--	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	--	--	--	--
--	--	--	--	--	--	--

MAY

S	M	T	W	T	F	S
--	--	--	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	--
--	--	--	--	--	--	--

JUNE

S	M	T	W	T	F	S
--	--	--	--	--	--	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	--	--	--	--	--	--

JULY

S	M	T	W	T	F	S
--	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	--	--	--
--	--	--	--	--	--	--

AUGUST

S	M	T	W	T	F	S
--	--	--	--	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
--	--	--	--	--	--	--

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	--	--	--	--	--
--	--	--	--	--	--	--

OCTOBER

S	M	T	W	T	F	S
--	--	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	--	--
--	--	--	--	--	--	--

NOVEMBER

S	M	T	W	T	F	S
--	--	--	--	--	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
--	--	--	--	--	--	--

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	--	--	--	--
--	--	--	--	--	--	--

CONTENTS

1972 – 73 School Calendar 4
1973 – 74 School Calendar 5
State Board of Education 7
State Administration 7
Local Board of Trustees 7
Administrative Officers 8
Faculty 9
Secretarial Staff 10
Maintenance Staff 11
History, Philosophy, Purpose and Objectives 12
General Information (Tuition & Fees, Supplies, and Insurance) 15
Admission 16
Withdrawals 18
Attendance 19
Scholastic Standards and Grading System 21
Degree and Diploma Requirements for Graduation 22
Student Conduct 24
Student Activities 26
Student Services 28
Financial Aid 29
Library Regulations 30
Whom To Ask 32
Technical Division 34
    Business Administration 36
    Executive Secretarial 37
    General Office Technology 38
    Plastics Technology 40
    Radiologic Technology 41
    Law Enforcement 42
    Technical Course Description 44
Vocational Division 60
    Auto Body Repair 61
    Automotive Mechanics 62
    Child Care Worker 64
    Cosmetology 65
    Electrical Installation and Maintenance 66
    Electronic Servicing 68
    Practical Nursing 70
    Welding 71
    Vocational Course Descriptions 72
Adult Education Program 86
    Adult Basic Education 87
    Adult High School Courses 88
    Cultural Development and General Interest Courses 88
    Learning Laboratory 89
Extension Education 90
Application and Map . . . . (Inside Back Cover)

Edgecombe Technical Institute

TARBORO, NORTH CAROLINA

1972 - 73 School Calendar

FALL QUARTER

September 5, 1972	Tuesday	Official Registration
September 6, 1972	Wednesday	Classes Begin
November 21, 1972	Tuesday	End of Fall Quarter

WINTER QUARTER

November 27, 1972	Monday	Official Registration
November 28, 1972	Tuesday	Classes Begin
December 15, 1972	Friday	Christmas Holidays begin after last class
January 2, 1973	Tuesday	Classes Resume
February 28, 1973	Wednesday	Winter Quarter Ends

SPRING QUARTER

March 5, 1973	Monday	Official Registration
March 6, 1973	Tuesday	Classes Begin
April 19, 1973	Thursday	Easter Holidays begin after last class
April 24, 1973	Tuesday	Classes Resume
May 24, 1973	Thursday	End of Spring Quarter

SUMMER QUARTER

June 4, 1973	Monday	Official Registration
June 5, 1973	Tuesday	Classes Begin
June 29, 1973	Friday	Fourth of July Holidays begin after last class
July 9, 1973	Monday	Classes Resume
August 24, 1973	Friday	End of Summer Quarter

State Board of Education

W. Dallas Herring	Rose Hill, N. C., Chairman
J. A. Pritchett	Windsor, N. C., Vice-Chairman
A. Craig Phillips	Raleigh, N. C., Secretary
Charles S. Jordan	Durham, N. C.
R. Barton Hayes	Hudson, N. C.
George Douglas Aitken	Charlotte, N. C.
Edwin Gill	Raleigh, N. C.
Mrs. Eldiweiss F. Lockey	Aberdeen, N. C.
William R. Lybrook	Winston-Salem, N. C.
John M. Reynolds	Asheville, N. C.
H. Pat Taylor, Jr.	Wadesboro, N. C.
Mrs. W. B. Strickland	Smithfield, N. C.
Richard Cannon Erwin	Winston-Salem, N. C.
Harold L. Trigg	Greensboro, N. C.

State Administration

Ben E. Fountain, Jr.	President

Department of Community Colleges

Local Board of Trustees

Jack Havens	Tarboro, N. C., Chairman
Guy E. Barnes	Rocky Mount, N. C. Vice-Chairman
Berry L. Anderson	Tarboro, N. C.
R. D. Armstrong	Rocky Mount, N. C.
Zeb Brinson	Tarboro, N. C.
Jonathan K. Felton	Macclesfield, N. C.
T. S. Fleming	Tarboro, N. C.
Mrs. J. Emerson Fountain	Tarboro, N. C.
Neill A. McLean	Tarboro, N. C.
M. A. Ray	Tarboro, N. C.
Ferrell L. Rollins, Sr.	Tarboro, N. C.
J. B. Webb	Tarboro, N. C.

Administrative Officers

Charles B. McIntyre . . . . President

A.A., Wingate Jr. College; B.S., N. C. State University; M.A. Ed. East Carolina University; Further study at N.C. State University.

Hartwell H. Fuller, Jr. . . . . Director of Instruction

B.S., Atlantic Christian College; M.A., East Carolina University; Further study at East Carolina University and N. C. State University.

Jimmie F. Foster . . . . Director of Student Personnel

B.S., M.A. Ed., East Carolina University

Robert G. Brock . . . . . . Director of Occupational Education

B.S., N. C. State University; M.A. Ed., East Carolina University; Ed. D., N. C. State University.

Joe Pat Tolson . . . . Director of Continuing Education

B.S., Atlantic Christian College; M. Ed., University of Virginia.

Sherron H. Deal . . . . . Director, Learning Resources Center

B.S., East Carolina University; Graduate Study, East Carolina University.

Kenneth R. Bordeaux . . . . Business Manager

B.S., East Carolina University; M.B.A., East Carolina University; Advanced Graduate work, East Carolina University.

Lawrence Gulley . . . . Evening Director

B.S., East Carolina University

Earl L. Roberson . . . . Educational Developmental Officer

B.A., Duke University; M.A. Ed., Butler University, Indiana

Susan D. Killebrew . . . . Bookkeeper

Faculty

Tommy Anderson . . . . Counselor

B.A., Wake Forest University; Graduate Study, East Carolina University.

Carolyn Barbe . . . . Practical Nurse Education

B.S. Medical College of Virginia; M.P.H., University of North Carolina at Chapel Hill.

Cecelia Bordeaux . . . . Business

B.S., East Carolina University; M.A., University of Rhode Island; Doctoral Study, Duke University.

Robert Boyette . . . . Electronics

Diploma – Massey Technical Institute; 15 Years experience in Electronics.

Anthony Chung . . . . Librarian

B.A., Souchun University; M.L.S., East Carolina University.

Elsie E. Crisp . . . . Practical Nurse Education

R.N., Methodist Hospital, Brooklyn, N. C.

Frederick M. Cutler . . . . Plastics Technology

B.S., East Carolina University; M.A. Ed., East Carolina University.

Beverly Dunn . . . . Assistant Librarian

B.S., East Carolina University

Henry M. Edmondson, Sr. . . . . Welding

Welding Technical School, Newport News, Virginia; Wilson Technical Institute.

Lou Everette . . . . Practical Nurse Education

R.N., Parkview Hospital School of Nursing

Ada Hart . . . . Learning Laboratory Coordinator

B.S., Elizabeth City State University

Vivian B. Godwin . . . . Cosmetology

Carolina College of Beauty, Raleigh; Rober Fiance Institute of Hair Design, New York.

Hattie H. Jordan . . . . Cosmetology

Swindell Beauty College; Civella Beauty College.

Rudolph Knight . . . . Business

B.A., North Carolina College, Durham, North Carolina; Graduate Study, East Carolina University.

Joan Nicholson . . . . Learning Laboratory Coordinator

B.S., East Carolina University

Jack Price . . . . Automotive Mechanics

Certificate, Aircraft and Engine Mechanics; 28 Years automotive experience.

Robert Lee Somers . . . . Language Arts

B.A., N. C. Wesleyan College; M.A., University of North Carolina

Larry Stroud . . . . Physics, Mathematics

B.S., East Carolina University; M.P., East Carolina University.

Carson Sutton . . . . Counselor

B.S., Fayetteville State College; Graduate Study, East Carolina University.

Allen Taylor . . . . Automotive Mechanics

Diploma – Nash Technical Institute; 10 Years Automotive experience.

Joe Webb . . . . Electrical

Electrical Installation & Maintenance School – Pitt Technical Institute; Contractors License; Electronics – Wilson Technical Institute, 10 Years experience, Industrial, Commerical, Residential electrical.

George White . . . . Business

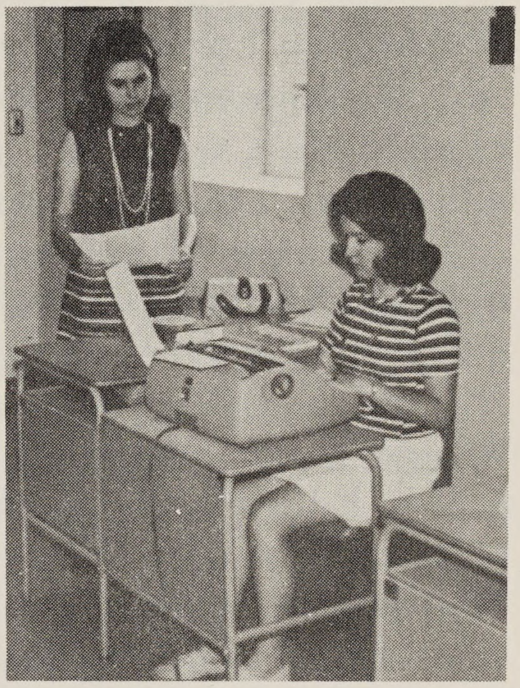
A.B., University of North Carolina at Chapel Hill; Graduate Study at East Carolina University.

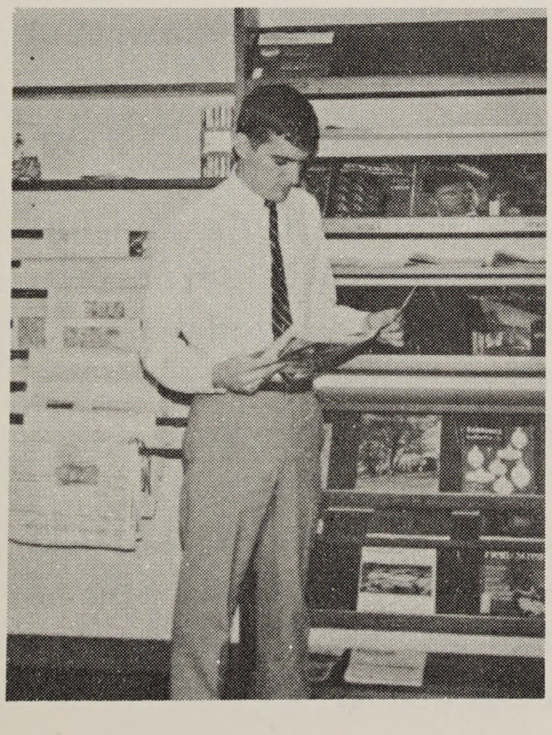
Secretarial Staff

Joyce Barnes . . . . Student Personnel
Peggy Boswell . . . . Rocky Mount Center
Iris Bundy . . . . Faculty
Myrna Edwards . . . . President
Paulette Johnson . . . . Continuing Education
Patsy Manning . . . . Occupational Education
Nancy Thompson . . . . Student Personnel
Suzanne Parker . . . . Business
Helen Williams . . . . Receptionist

Maintenance Staff

Walter Knight	Maintenance Supervisor
Vernon Everette	Custodian
Herman Spruill	Custodian
Emma Knight	Maid
Mamie White	Maid





HISTORY, PHILOSOPHY, PURPOSE AND OBJECTIVES

History

The Community College System of North Carolina was approved by the General Assembly of North Carolina in 1963 and is provided for in the General Statutus of North Carolina, Chapter 115–A. General supervision of the system falls under the State Board of Education and its arm, the Department of Community Colleges.

There are two distinct types of institutions that fall under the the supervision of the Department of Community Colleges: comprehensive community colleges and technical institutes.

A comprehensive community college under this philosophy includes the areas of technical/vocational education continuing education, college transfer education, and adult basic education.

A technical institute has the same general areas of responsibility as the comprehensive community college, except that it does not normally offer the college transfer.

Edgecombe Technical Institute began as an extension unit of Wilson County Technical Institute and in 1967 came under complete Edgecombe County administration, thus dissolving the relationship with Wilson County Technical Institute. The final step to full institutional independence came in the Spring of 1971 when the General Assembly made all Technical Institutes in North Carolina independent of any local boards of education and granted government by a twelve man Board of Trustees.

The final hurdle to complete independence was passed when the Governor of North Carolina appointed four Trustee Members in July 1971 which completed the twelve man Board.

The Department of H. E. W. conveyed the former U. S. Post Office building in Rocky Mount to Edgecombe Technical Institute on April 26, 1972. The Institute will renovate the building and use it for administrative offices, classrooms and laboratories to provide a Rocky Mount campus of Edgecombe Technical Institute.

Philosophy of Institution

The philosophy of Edgecombe Technical Institute is that any person, whether a high school graduate or non-graduate, who is eighteen years old or older, and who is able to profit from further formal education, will be served by the Institution.

Objectives

The primary objectives of Edgecombe Technical Institute are as follows:

A. To provide expanded educational opportunities for young people and adults who desire to further their education.

B. To provide relatively inexpensive nearby educational opportunities for high school graduates, school dropouts, and adults.

C. To provide technical programs that provide technicians for jobs in industry and business.

D. To provide vocational programs that prepare students for jobs that require different levels of abilities and skills.

E. To provide programs of training for adults who are already employed but who need different skills to enter different occupational levels.

F. To provide programs of training for adults who are already employed but who must have upgrading.

G. To provide manpower training for new and/or expanding industry and other occupations.

H. To provide opportunities for people to pursue avocational interests.

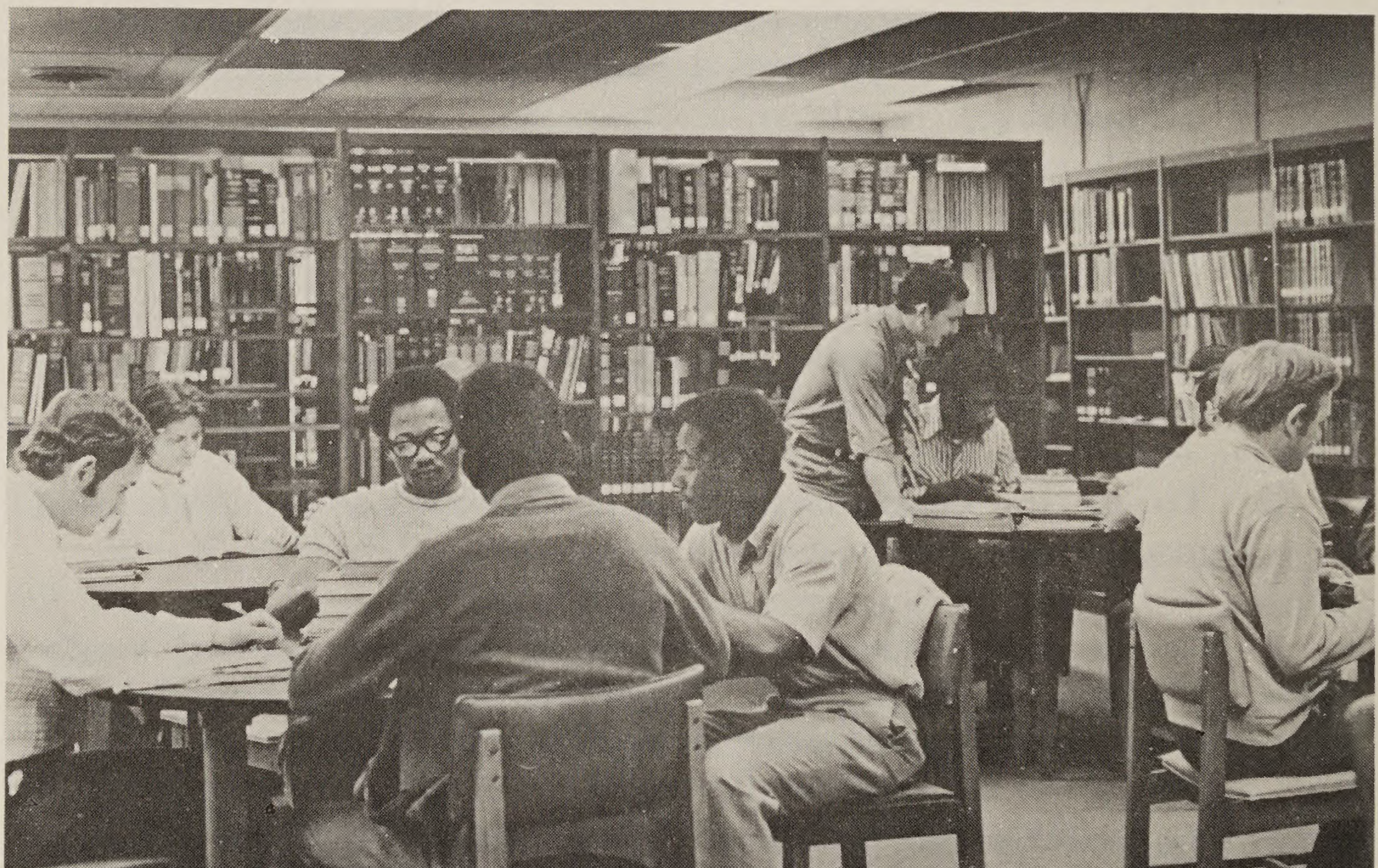
I. To conduct continual services for the educational needs of this community and delete obsolete programs, to improve marginal programs, and to create new programs.

J. To provide the education necessary to meet the requirements for obtaining a high school diploma for those adults who did not complete high school in the public schools and to offer ABE courses for those adults who need elementary school training.

K. To provide a program of articulation between the Institute and the public and private schools of this area in order to provide a complete educational program for all citizens.

Summary

In summary, the philosophy of Edgecombe Technical Institute is to fulfill the individual educational and training needs of all its students, within the framework of the North Carolina Community College System. At the same time, the Institute's programs help supply the area served by the Institute with qualified, trained manpower for continued industrial and business growth. The Institute is dedicated to providing a broad range of educational and training programs that offer students the opportunity to further their education, to improve their individual efficiency, to enrich their cultural lives, and to help make them more effective members of their community.



GENERAL INFORMATION

Tuition and Fees

Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks and supplies are additional expenses which vary according to the program of study. Current basic fees to be paid by students upon enrollment are as follows:

TECHNICAL, VOCATIONAL AND GENERAL EDUCATION PROGRAMS

Tuition fee for full-time students: $32.00 per quarter. For part-time students the rate is $2.50 per credit hour with a maximum tuition charge of $32.00 per quarter.

Advance Deposit

A deposit of $5.00 should be paid upon notification of admission. This is credited toward the student's tuition charges due at registration. This advance payment is not refundable.

Student Activity Fee

All full-time students are required to pay an activity fee of $3.00 for each quarter. This fee is used to support the Student Activities Program.

Textbooks and Supplies

The cost of textbooks and supplies vary according to the program of study. Full-time vocational students may expect to pay between $20 and $25 per quarter. Textbooks and supplies for full-time technical students will cost approximately $40 per quarter.

Accident Insurance

Accident insurance, covering hours in school and transportation to and from school, is available for $3.00 per year.

ADMISSION

Requirements and Procedures

Edgecombe Technical Institute operates under an "Open Door" admission policy and does not impose restrictive standards for admission. The Institute offers occupational programs, and adult education to all persons 18 years of age and older, who are not enrolled in high school and who are able to profit from instruction.

Admission to a specific course of study is based upon guidelines developed to help the student determine his chances for success in that course of study. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. Should a student desire a course of study but not have the appropriate educational background, developmental studies are available to prepare him for admission to the desired program.

Admission Procedures

Persons wishing to enroll at the Institute must complete the entire application process. This consists of the following steps:

1. Submit an application form.

2. Submit a transcript of credits from the last school attended. Transcripts should be mailed directly from the school to the Institute.

3. Complete placement tests when requested.

4. Have a personal interview with a member of the Student Personnel Staff.

5. All full-time students must complete and submit a medical statement. In certain programs a physician's statement is required.

6. Submit $5.00 deposit toward first quarter tuition after acceptance.

Upon completion of the above procedures, each applicant will receive written notification of the action taken by the admissions committee.

The personal interview aids the applicant and the school officials in that the applicant has an opportunity to ask questions about the school and its programs and the school officials have an opportunity to evaluate the applicant's interest in, and capability to pursue a particular program of study.

Provisional Admission

Students who have not completed admissions procedure may be accepted as provisional students. These students must complete all admission requirements within one quarter following enrollment, or be considered non-degree students.

Establishment of Residency

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person twenty-one years of age or older is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least six months immediately preceding the date of his first enrollment in an institution of higher education in this state. The legal residence of a person under twenty-one years of age at the time of his first enrollment in an institute of higher education in this state is that of his parents, surviving parent, or legal guardian. If the parents are divorced or legally separated, the legal residence of the father will be considered the residence of the student unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent.

Students who are in doubt as to their status as a resident should request clarification by writing to or consulting the Student Personnel Office before registration.

Schedule Changes

The student is expected to plan carefully his schedule in advance with the assistance of his advisor. While it is possible to add and/or drop a course after completion of registration, students are encouraged not to do so. All changes in schedules (drop/adds or section changes) must be adjusted during the first week of any quarter and must be approved by the Student Personnel Department.

A course dropped within the first ten school days will not be recorded on the student's permanent record.

A student who drops from a course after the first ten school days of the quarter will receive a grade of ''W''.

A student who drops from a course within ten school days of the end of a quarter for reasons other than those of a medical or emergency nature will automatically receive a grade of ''F'' regardless of his standing in the course.

Withdrawals

A student who transfers or withdraws from the Institute during the quarter must consult with the Director of Student Personnel and Faculty Advisor. This will protect the student's academic records, his right to re-enroll, or the right to transfer to another technical institute or college. No student record will be released until his financial record is cleared.

Procedures for withdrawals are as follows:

1. Obtain withdrawal form from the Office of Student Personnel.
2. Complete the withdrawal form according to outlined procedures printed on the form and secure all signatures.
3. A student who withdraws from the Institute will receive a grade of ''W'' (withdrew).
4. Any student who withdraws from the Institute at any time without completing the withdrawal procedures will receive a grade of ''F'' (failing).

Acceptance of Transfer Credit

All Transfer Credit must be of ''C'' quality or better and be a requirement for graduation.

The acceptance of Transfer Credits shall be determined by a committee composed of the Director of Instruction, the Director of Student Personnel, the Director of Occupational Education, and an instructor in the curriculum in which the student wishes to enter.

A list of accepted transfer credits will be signed by each member of the committee and placed in the student's permanent file at the time of acceptance.

Proficiency Examinations

Prior to enrolling in a course, a student may elect to take a proficiency examination for credit of that course.

To obtain the Proficiency Examination the steps below will be followed:

1. The student should consult with his advisor and the department chairman concerning the possibility of a special examination for any offered subject giving evidence of adequate preparation for the examination.

2. The department chairman and/or advisor will consult with the Director of Instruction. Upon their consensus, the date of the examination will be set. The examination may be written or oral, or both.

3. The student will appear at the designated time and place to take the proficiency examination. Only the course number and number of hours credit will be entered on the student's record upon successful completion of the examination. No quality points will be given.

Auditing Courses

Students who wish to audit courses must register through normal channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit.

Attendance Regulations

Students shall be considered absent ten minutes after the beginning of the class period. Attendance at classes, laboratory sessions, and examinations is expected of all students. The regulations governing class attendance are intended to give the student attendance privileges within reasonable limits and at the same time enforce a minimum of necessary restrictions. It is the obligation of the student to attend classes.

Regulations

1. Student Responsibility

    a. The student is responsible for all material covered in class and all assignments made by the instructor.

b. Each student must attend class for any announced quiz.

c. Each student must attend laboratory session.

d. "Make-up" work shall be permitted at the discretion of the instructor.

2. Absences:

a. A student's absences in any class for whatever reason may not exceed the number of times that class meets per week. Example: A class that meets 5 days a week equals a maximum of 5 absences.

b. A student should be informed by the individual instructor when that student has acquired his maximum number of absences.

c. Three tardies in a class will constitute one absence.

d. Students who exceed the maximum number of absences are subject to being dropped from the class in question.

The following steps will be taken once a student has overcut a particular class:

A yellow slip is given to the student by his instructor upon attaining excessive absences in a given class. The student must take the yellow slip to the Student Personnel Office, at which time he will be scheduled for an appearance before the Attendance Committee. The student will be instructed to attend classes until the next meeting of committee.

Failure to meet an appointment with the committee will result in an automatic drop from the course in question. The committee shall be composed of two students, two faculty members and the Director of Student Personnel. Faculty members shall be appointed by the Director of Instruction to serve quarterly, on a rotating basis. Students will be appointed by the Student Government Association each quarter. The instructor reporting the absences has the right to be present at the committee meeting to express his views on the matter in question.

Students have the right to appeal the decision of the Attendance Committee to the President of the Institute.

Scholastic Standards and Grading System

At the end of each quarter quality points are assigned in accordance with the following formula:

Grade	Significance	Quality Points
A	Superior	4 per qtr. hr.
B	Above Average	3 per qtr. hr.
C	Average	2 per qtr. hr.
D	Poor but passing	1 per qtr. hr.
F	Failing	0
I	Incomplete	0
AU	Audit	0
W	Withdrew	0

Quality points, which are the numerical equivalents of the letter grades, are used to determine a student's rank in class and academic honors. A minimum quality point average of 2.0 is necessary to meet grade requirements for graduation in the two-year degree programs. A 1.6 grade point average is necessary to meet the grade requirements for the Vocational Diploma.

Grade point averages are determined by dividing the total number of quality points by the number of hours attempted. If a course is repeated, the last grade will be used in determining a student's hour-quality point ratio.

A grade of ''I'' may be awarded only when a student has not completed the requirements of a course. If a grade of "I" is not removed within one quarter, the "I" grade will automatically be changed by the Registrar to a grade of "F".

At the time a grade of ''I'' is awarded, the instructor will complete the form for the removal of incompleteness containing:

1. Specific requirements for the completion of the course.
2. The student's grade standing at the time the ''I'' grade is awarded.
3. The time period allowed by the instructor for the completion of the course.

The form for the removal of incompletes is to be approved by the appropriate instructor and the Director of Student Personnel and placed in the student's file in the Student Personnel Office.

Failures

All failing grades must be removed before graduation. If a student fails a prerequisite course he must repeat and successfully complete the prerequisite before beginning the next course. This could result in the student being enrolled for a longer period than is normally required to complete requirements for graduation.

Change of Grades

A grade may be changed only through mutual agreement of the Director of Instruction and the faculty member who gave the grade.

Student Classification

Full-Time Technical or Vocational Student - - A student enrolled in a Technical or Vocational Program who is registered for 12 or more credit hours.

Part-Time Student - - A student who is taking less than 12 credit hours.

Special Student - - A part-time student who is not seeking a degree or diploma.

1st Year Student - - A student who has successfully completed less than 45 quarter credit hours.

2nd Year Student - - A student who has successfully completed 45 or more quarter credit hours.

Dean's List

All full-time students who have earned a grade point average of 3.0 with no grade lower than "C" will be placed on the Dean's list.

Degree and Diploma Requirements for Graduation

The following is established as minimum requirements for the Associate in Applied Science Degree and State Diploma:

1. Complete all course requirements as outlined by curricula. Degree candidates must earn at least 2.0 grade point average in courses presented for graduation, and Diploma candidates must earn at least 1.6 grade point average.

2. Prospective graduates must be recommended by the chairman of the department in which a student completes his or her major work.

3. Fulfill all financial obligations to the Institute.

4. Be present for graduation exercises which are held during the last week of August each year. Exceptions to this requirement in cases of unavoidable absences may be granted by the Director of Student Personnel.

5. Prospective graduates must be dressed for graduation in the proper academic attire.

Degree Programs

Edgecombe Technical Institute will confer an Associate in Applied Science Degree in all technical curricula. This degree is conferred in the name of the North Carolina Board of Education when all requirements for graduation have been satisfied.

Diploma Programs

Edgecombe Technical Institute will award a diploma in all trade curricula. This diploma will be granted in the name of the North Carolina Board of Education when all requirements for graduation have been satisfied.

Certificates are issued in the name of Edgecombe Technical Institute to students who successfully complete any short term program or course.

Waiver of Responsibility

The Institute is no way responsible for the quality of work performed or damages sustained in departments where services are rendered. Work in such departments is performed by students as a learning experience. Students and staff receiving services from such Institute departments are responsible for payment of material costs as determined by the respective instructor.

Student Rights and Responsibilities

The rights of students as citizens are acknowledged and reaffirmed. Student rights include the privilege of education, the freedom to hear, to study, to write, and to exercise the rights of citizenship.

Student Conduct

Edgecombe Technical Institute expects all students to conduct themselves with honor and to maintain high standards of responsible citizenship. The campus and Institute facilities are not places of refuge or sanctuary. Students, as all citizens, are subject to civil authority on as well as off the campus.

Student Discipline

The President and the Director of Student Personnel are authorized to dismiss, suspend, or expel immediately any student who impairs, impedes, or disrupts the legal mission, processes, or functions of the Institute. Students counseling, encouraging, instigating, or inciting others to impair, impede, or disrupt the educational and other lawful operations of the Institute also shall be subject to immediate suspension, dismissal or expulsion.

Student Appeal

The Board of Trustees of Edgecombe Technical Institute offically declares that all students have the right of due process of law as supported by the Fourteenth Amendment to the Constitution of the United States with the approval of the following procedures:

1. Students have the right to appeal any disciplinary action of the Director of Student Personnel to the Faculty Executive Committee through the manner described in 2.

2. The student shall submit a written notice of appeal to the Director of Student Personnel who will call a meeting of the Faculty Executive Committee within five (5) days of the appeal. The Faculty Executive Committee shall include three (3) students appointed by the President of the Student Government Association.

3. If the student is not satisfied with the decision of the Faculty Executive Committee, he may appeal directly to the President of the Institute.

4. Should the student not wish to accept the decision of the President as final, he may appeal directly to the Board of Trustees through the manner described in 5.

5. The student will state such wishes in writing to the President (Secretary to the Board) indicating the number and identity of those persons who will accompany him to the appeal hearing.

6. The President will notify the student in writing, at least two days prior to the meeting, as to the date, hour, and place of meeting.

7. The Chairman of the Board of Trustees may call a special meeting of the Personnel Committee of the Board of Trustees to hear the appeal if the next scheduled Committee meeting is as much as thirty (30) days from the date of the letter requesting the hearing.

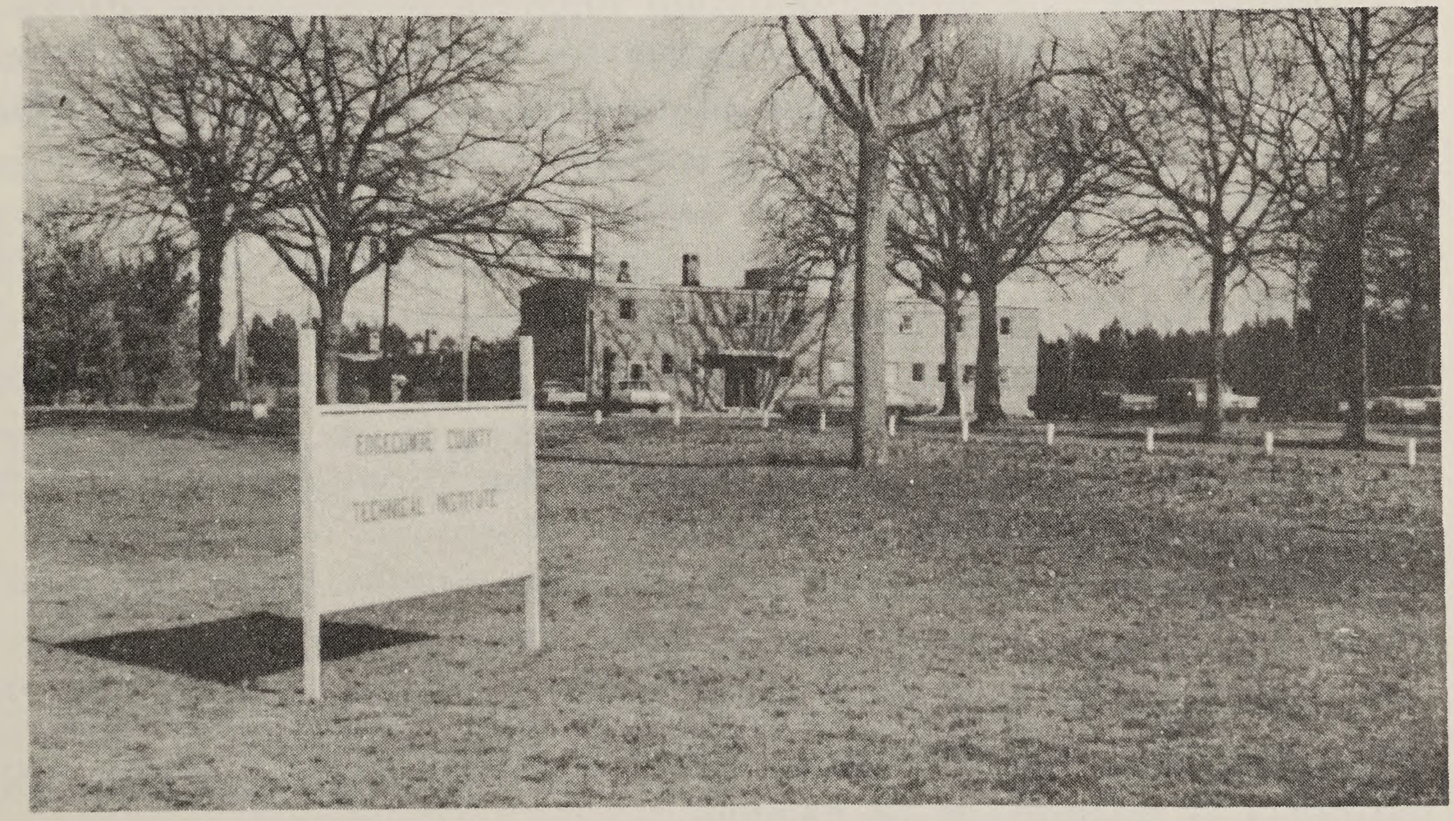
8. The Committee will hear the student and the Director of Student Personnel at different times and will render a decision to the student in writing through the Secretary of the Board, who shall preside at the meeting.

Institute Property

The property of the Institute must not be abused or removed from the place where it belongs. Students who feel inclined to destroy or abuse the building or furnishings shall be permanently dismissed from the Institute. Students shall be held liable for the damages.

Parking Regulations

Students are expected to drive carefully and courteously and not over 10 miles per hour while on campus. Parking areas for students are located beside the vocational building. Students must not park in reserve spaces or loading zones. Violators are subject to disciplinary action.



STUDENT ACTIVITIES

Student Government Association

The Student Government Association serves to promote interest in student affairs both on and off campus. The S.G.A. is composed of representatives elected from each curriculum area by the students of that curriculum. S.G.A. officers are nominated by the elected representatives and are elected by vote of the student body. A faculty or staff member serves in an advisory capacity to the Student Government Association.

Veterans Club

The Veterans Club is a service club founded in 1971 and is open to all veterans. Guest speakers are invited to address the club from time to time. The club also undertakes various projects during the year in order to serve the school and community.

Athletics

The Institute does not offer a formal, organized athletic program. An outdoor basketball court, horseshoe pits, and volleyball court are located on campus for student use.

Smoking

Smoking is allowed in authorized places. Students may smoke in the halls, the student center, and outside of the building. Smoking is not allowed in classrooms, library, and shops, or other hazardous areas.

Dress Recommendations

Edgecombe Technical Institute encourages neatness, cleanliness, and appropriateness of attire for Technical Institute men and women at all times. In the interest of safety, students will be advised by shop instructors as to dress and shoes appropriate to be worn.

Social Life

A series of events are provided throughout the year for the social, cultural and educational enrichment of the student. Any student who pays the student activity fee is eligible to attend activities sponsored by the Institute.

Food Service

The Institute provides vending machines in the student lounge that dispense cake, cookies, soft drinks, and other sundries. No cafeteria is maintained on campus.

Student Lounge

The student lounge area is a place to meet, eat, and relax during leisure moments. Wastebaskets and soft drink crates are provided in order that students may leave the area neat and clean for others.

The bulletin board in the lounge is reserved for Student Personnel and student use. Materials may be posted for information such as employment opportunities, social and recreational events, and Student Government activities and should be approved by the Student Personnel Office prior to posting. Any complaints concerning vending machine service should be directed to the Business Office. A suggestion box is located in the student lounge for constructive criticism.

Use of Institute Telephone

A public telephone is provided for student use and is located near the student lounge. Students are cautioned against having parents and friends call during class time as students will be called out of class only to receive emergency calls.

Refund Policy

Tuition refunds shall not be made unless the student is compelled to withdraw. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten school days after the beginning of the quarter. No refund may be given after ten school days.

No refund shall be made to students enrolled in short term noncredit classes or for insurance fee. In any event no refund shall be made for any amount less than five dollars ($5.00).

In compliance with federal regulations, students who are veterans or war orphans receiving benefits under U.S. Code, Title 38, Chapters 33 and 35 will be refunded the pro rata portion of the tuition fee not used at the time of withdrawal.

Textbooks and Supplies

The cost of textbooks and supplies are additional expenses for which the students should plan. These expenses vary according to the program of study, but on the average range from $15.00 to $25.00 per quarter. These items may be purchased from the Institute's bookstore. The first quarter of registration is generally the most expensive.

STUDENT SERVICES

COUNSELING SERVICES

Student Personnel Services include counseling services. These services are available to every student from pre-admission through graduation, including transfer or placement.

Each student is assigned a faculty advisor who serves to assist the student with specific course planning and registration.

In selected programs entrance examinations are required for admission to Edgecombe Technical Institute. Various tests may be administered to serve the following purposes:

1. To measure a student's aptitude and preparation to compete successfully in the Technical Institute's environment.

2. To indicate the student's proficiency in English and Mathematics.

3. To assist the student in selecting a program of studies consistent with his aptitude and abilities.

Students are encouraged to consult the Student Personnel Office on personal and academic matters. The office will arrange conferences to discuss problems with the student in order to evaluate his case and provide the needed guidance.

The Student Personnel Office provides assistance in the following areas:

TESTING: Tests are given as a tool for use in guidance and placement of students.

COUNSELING: Each student may use this service as desired. He may feel free to come to the Student Personnel Office at any time when a personal problem arises which may affect his educational progress.

PLACEMENT: The Institute will assist the students and alumni in securing employment. The objective of this service is to guide and assist the student and graduate in obtaining the type of position for which he has been trained and for which he is best qualified.

Active contacts are maintained throughout Eastern North Carolina with industries. Informative booklets, brochures, and industrial directories are available in the library. Group and individual job interviews will be arranged. Students interested in placement services should register in the Student Personnel Office.

RECORDS: Transcripts of the students' courses and grades are maintained and will be sent to agencies or institutions upon written request of the student.

HOUSING: The Institute does not have dormitory facilities, but the Student Personnel Office will assist students in arranging living accomodations.

FINANICAL AID

Edgecombe Technical Institute believes that no person who has the ability and motivation should be deprived of an education because of lack of funds. The Institute provides financial aid through College Work Study, Vocational Work Study and Educational Opportunity Grant loans, and College Foundation, Inc. All inquiries concerning student aid should be addressed to the Student Personnel Office, Edgecombe Technical Institute, Tarboro, North Carolina.

Vocational Rehabilitation

The Institute works with various vocational rehabilitation agencies in seeking to provide educational opportunities for persons with physical and health limitations.

By Act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office or Student Personnel Office.

Veterans Educational Assistance

The Veterans' Readjustment Benefits Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces After January 31, 1955.

War Orphan's Educational Assistance Act of 1956 entitles a son or daughter of a veteran who died of a service-connected disability or who has a total disability arising from a service-connected disability to receive benefits from the Veterans Administration.

The student initiates proceedings by contacting his local VA office. The Student Personnel Office is the clearing house on campus for veterans affairs.

Social Security Benefits for Students

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried, full-time students.

Payment of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if his benefits were stopped because he had reached the age of eighteen, he should notify the social security Administration. Students should contact their local Social Security representative for further information.

LEARNING RESOURCES CENTER

The Learning Resources Center operates from 8:30 a.m. to 9:30 p.m., Monday through Thursday, and from 8:30 a.m. until 5 p.m. on Fridays.

The Learning Resources Center is composed of three departments: the Library, the Audio-visual Department, and the Learning Laboratory.

The library collection is composed of all forms of educational media selected to meet the needs of library users. Included here are not only books, but magazines, newspapers, pamphlets, and audio-visual materials, including films, filmstrips, transparencies, tape recordings, disc recordings, and microfilm.

Borrowing Books

All books may be checked out for a period of two weeks, except reference and reserve books. Books to be checked out should be presented at the Librarian's Desk to be stamped. Books to be returned should be placed on the Librarian's Desk, and not returnturned to the shelves.

Points to Remember

1. There is no limit to the number of books that may be borrowed as long as the privilege is not abused.

2. Books may be renewed one time after the initial check out.

Regulations Governing Use of the Library

The following regulations are designed to protect the rights of all library users:

1. The Library is a study area in which reasonable quiet is essential.

2. Smoking and refreshments are not allowed in the library area.

3. A fine of two cents per day will be charged for overdue books.

Reserve Books

Books for required reading in various courses are placed on reserve at the Librarian's Desk. This is done to enable groups of students to use relatively small numbers of books. A reserve card will be placed in each reserve book for the student to sign as he uses the book in the library. These books will not leave the library while on reserve.

Periodicals

All back issues of magazines are filed for future reference and may be checked out at any time for one day periods. The Librarian should be consulted when seeking back issues of periodicals. The check out sheet is located on the edge of the Librarian's Desk.

Current issues of magazines on the magazine rack are not to be checked out until they are taken off the rack, except for one class period for a report.

Reference Books

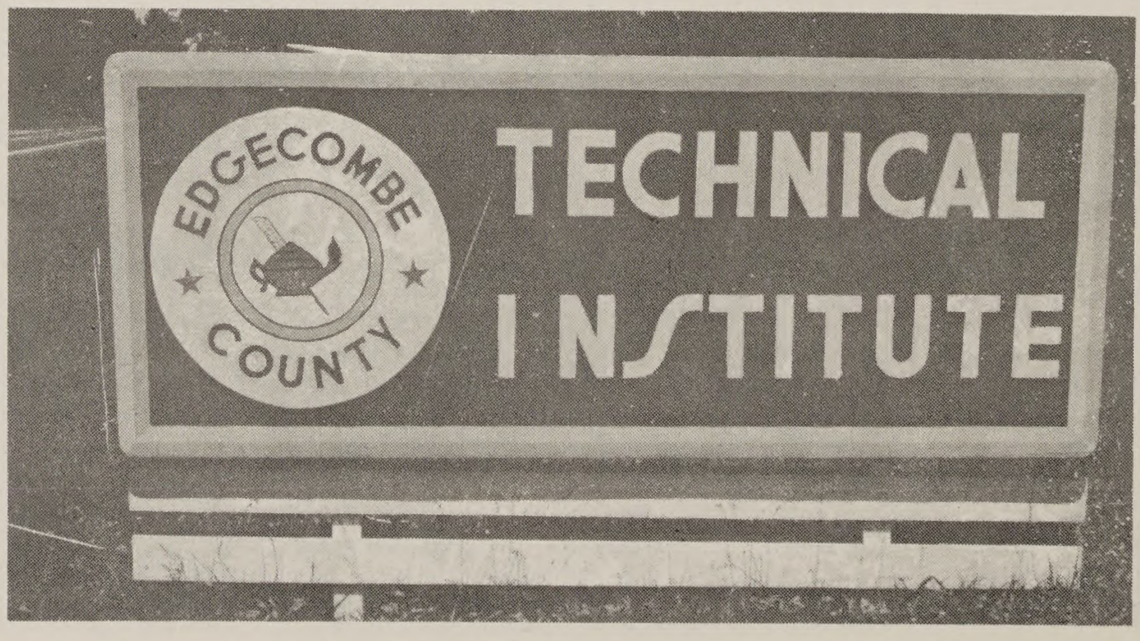
All reference books for every subject are located in one area of the library. These books, including encyclopedias, are not to be checked out of the library, except by special permission.

Audio-Visual Services

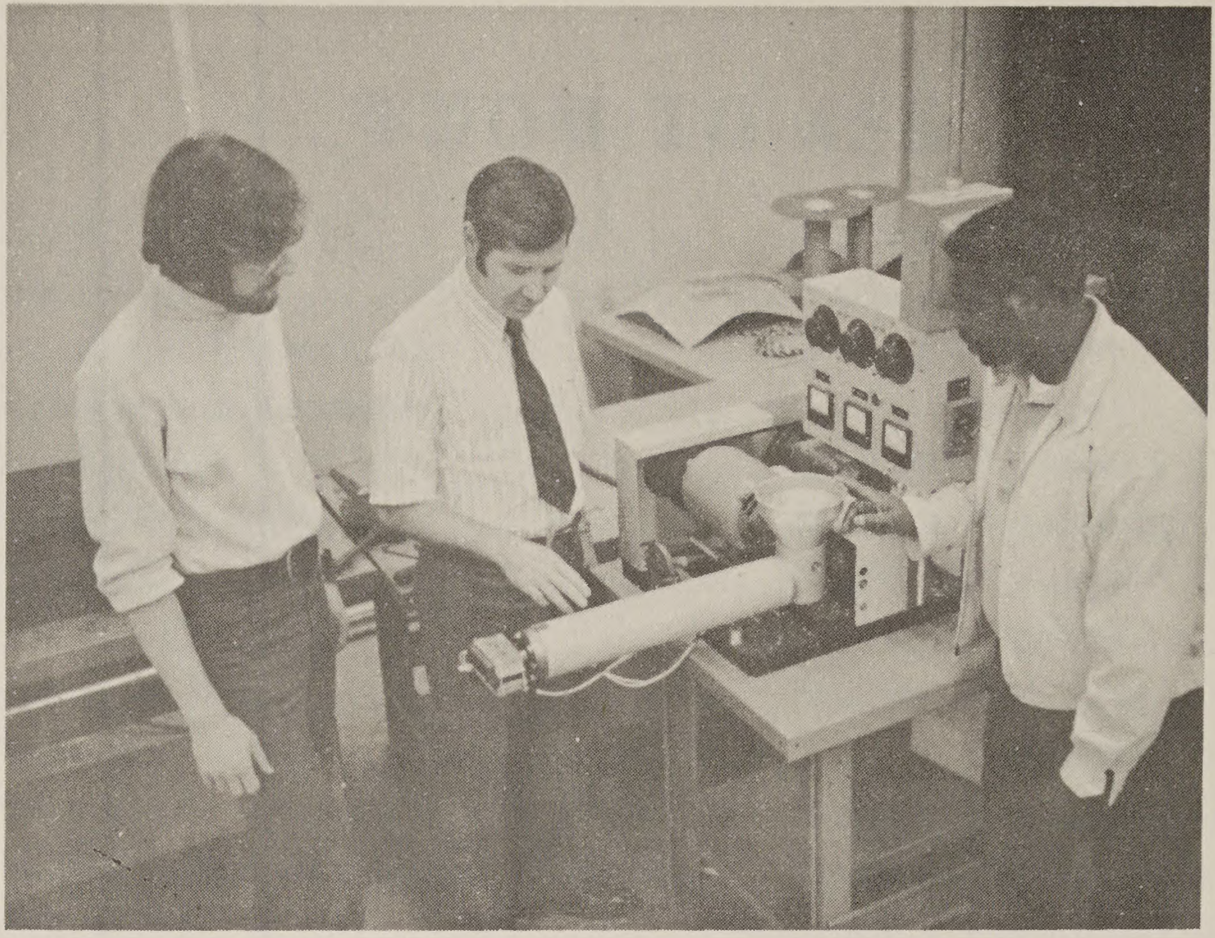
The Learning Resources Center houses and distributes movie projectors, filmstrip projectors, tape recorders, record players, overhead projectors, and other audio-visual equipment.

WHOM TO ASK

Absences	Student Personnel Office
Admission	Student Personnel Office
Books and Periodicals	Learning Resources Center
Building Maintenance	Business Office
Counseling	Student Personnel Office
Course Offerings	Student Personnel Office
Drop-Add	Student Personnel Office
Evening Courses	Continuing Education
Financial Aid	Student Personnel Office
Finances	Business Office
First Aid	Student Personnel Office
Grades – End of Quarter Reports	Student Personnel Office
Graduation	Student Personnel Office
High School Equivalency Program	Learning Resources Center
Institute Regulations	Student Personnel Office
Job Placement	Student Personnel Office
Lost and Found	Student Personnel Office
Purchase of Books and Supplies	Business Office
Recreational Equipment	Student Personnel Office
Student Affairs	Student Personnel Office
Transcripts	Student Personnel Office
Veterans Affairs	Student Personnel Office
Vocational Rehabilitation	Student Personnel Office
Withdrawals	Student Personnel Office
Parking	Student Personnel Office
Change of Grade	Director of Instruction



Technical Division



TECHNICAL DIVISION

The Technical Programs are designed to provide the technical skills for employment in business or industry. In the rapidly expanding economy of today, the technician is among the fastest growing occupational groups. The technician is a valuable person in business or industry and his responsibilities involve the application of sound scientific and business principles.

Technical Programs provide training in a number of areas which require training beyond high school, but which do not require four years of college preparation.

The technical programs normally require two academic years for completion. The Associate in Applied Science Degree is awarded to those students who complete the program. Students who do not complete the entire course of study will receive a certificate.

Courses may be transfered to other institutions that determine that the course is applicable to their curriculum requirements.

Business Administration
General Office Technology
Law Enforcement
Plastics Technology
Radiologic Technology
Secretarial Science – Executive

Suggested Sequence of Courses by Quarters

			Hours Per Week		Quarter Hours Credit
FIRST QUARTER			Class	Lab.	
ENG	101	Grammar	3	0	3
BUS	102	Typewriting (or Elective)	2	3	3
MAT	110	Business Mathematics	5	0	5
BUS	101	Introduction to Business	5	0	5
ECO	102	Economics	3	0	3
			18	3	19
SECOND QUARTER					
ENG	102	Composition	3	0	3
BUS	103	Typewriting (or elective)	2	3	3
		Social Science (or elective)	3	0	3
MAT	112	Business Mathematics	5	0	5
BUS	120	Accounting	5	2	6
			18	5	20
THIRD QUARTER					
ENG	103	Report Writing	3	0	3
BUS	104	Typewriting	2	3	3
BUS	112	Filing	3	0	3
BUS	110	Office Machines	2	2	3
BUS	121	Accounting	5	2	6
			15	7	18
FOURTH QUARTER					
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
BUS	232	Sales Development	3	0	3
BUS	212	Machine Transcription (Executive)	1	2	2
		Executive			
			11	7	14
FIFTH QUARTER					
ENG	206	Business Communication	3	0	3
BUS	213 or 214	Office or Secretarial Procedures	3	2	4
BUS	229	Taxes	3	2	4
		Electives	6	0	6
			15	4	17
SIXTH QUARTER					
BUS	271	Office Management	3	0	3
BUS	115 or 116	Business Law	3	0	3
EDP	104	Data Processing	3	2	4
		Electives	6	0	6
			15	2	16
		Totals:			
		Required	89		
		Elective	15		
			104		

PLASTICS TECHNOLOGY

Over the last half century, the plastics industry has experienced astonishing growth. Production has increased from 33 pounds in 1929 to 16 billion pounds in 1969, and it is expected to reach 40 billion pounds in 1980. Edgecombe Technical Institute is the first school in North Carolina and in the southeastern United States to provide occupational training in plastics technology. During the next decade, the number of employees required by the plastics industry is expected to double. Graduates of the plastics technology curriculum would be able to find work in one of the many industries which deals with plastics. This program would provide training opportunities for these who desired semi-skilled, skilled, and technical occupations in the field of plastics. This training, followed by employment experience in industry, generally leads to early advancement to supervisory positions.

The plastics technology program is designed to be completed in eight quarters, including two quarters in cooperative training at a plastics related industry.

Suggested Sequence of Courses by Quarters

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
PLA	100	Introduction to Plastics Technology	3	3	4
DFT	111	Blueprint Reading	0	3	1
PLA	101	Processing of Plastics	3	6	5
ENG	101	Grammar	3	0	3
MAT	101	Technical Mathematics	5	0	5
			14	12	18
SECOND QUARTER					
PLA	102	Injection Molding of Plastics	3	3	4
PLA	106	Materials Compounding	2	3	3
ENG	102	Composition	3	0	3
PHY	101	Physics: Properties of Matter	3	2	4
MAT	102	Technical Mathematics	5	0	5
			16	8	19
THIRD QUARTER					
PLA	103	Extrusion and Blow Molding	3	3	4
PLA	125	Plastics Processing Systems	3	3	4
MEC	111	Manufacturing Processes	3	3	4
PHY	102	Physics: Work, Energy, Power	3	2	4
ENG	103	Report Writing	3	0	3
			15	11	19
FOURTH QUARTER					
PLA	201	Compression and Transfer Molding	3	3	4
PLA	104	Fabrication and Thermoforming Techniques	3	3	4
DFT	101	Technical Drafting	0	6	2
ISS	102	Industrial Safety	3	0	3
ENG	204	Oral Communications	3	0	3
			12	12	16

FIFTH QUARTER

PLA	215	Plastics Product and Mold Design	3	6	5
MEC	217	Engineering Materials and Processes (Testing)	3	3	4
		Social Science Elective	3	0	3
		Technical Elective	5	3	6
			14	12	18

SIXTH QUARTER

PLA	218	Plastics Material Application	3	3	4
MEC	235	Hydraulics and Pneumatics	3	3	4
		Social Science Elective	3	0	3
		Technical Electives	5	6	7
			14	12	18

RADIOLOGIC TECHNOLOGY

The radiologic technologist works as an assistant to a radiologist and physician in three main areas: diagnostic, therapeutic, and nuclear medicine. In diagnostic radiography, the radiologist takes x-rays of sick or injured persons. Therapeutic radiography involves the treatment of diseased areas, using x-rays or other forms of radiation. Nuclear medicine uses radioisotopes to treat disease.

Students desiring to enter the radiologic technology curriculum must take the Scholastic Aptitute Test or a comparable test as specified by the Student Personnel Director. Employment opportunities exist in the hospitals, medical centers, clinics, government agencies, and some large industries. Advancement opportunities in supervisory positions exist for technologists who demonstrate skill, ability, and willingness to accept responsibility.

The curriculum provides both classroom theory and practical application in the laboratory. On-the-job hospital based laboratory training is provided to give the student a broad application of his laboratory experience.

Suggested Sequence of Courses by Quarters

		Course Title	Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER					
ENG	101	Grammar	3	0	3
MAT	105	Radiologocial Mathematics	3	0	3
RDT	101	Orientation & Rad. Protec.	1	0	1
RDT	102	Professional Ethics	1	0	1
RDT	103	Anatomy & Physicology	1	0	1
RDT	106	Medical Terminology I	1	0	1
RDT	110	Radiographic Techniques I	2	24	10
			12	24	20
SECOND QUARTER					
ENG	102	Composition	3	0	3
PHY	107	Physics	2	0	2
RDT	104	Anatomy & Physiology II	2	0	2
RDT	107	Medical Terminology II	1	0	1
RDT	111	Radiographic Techniques II	4	24	12
			12	24	20

THIRD QUARTER

ENG	103	Report Writing	3	0	3
PHY	108	Physics	2	0	2
RDT	105	Anatomy & Physicology III	1	0	1
RDT	108	Nursing Procedures	1	0	1
RDT	109	Pediatric Radiography	1	0	1
RDT	112	Radiographic Techniques III	4	24	12
			12	24	20

FORTH QUARTER

RDT	113	Radiologic Technology Lab	0	40	13
			0	40	13

FIFTH QUARTER

ENG	202	Oral Communication	3	0	3
RDT	201	Topographic Anatomy	2	0	2
RDT	202	Patient & Personnel Protec.	1	0	1
RDT	210	Radiographic Techniques IV	3	24	11
		Elective	3	0	3
			12	24	20

SIXTH QUARTER

PSY	201	Psychology	3	0	3
RDT	203	Special Radiographic Proc.	2	0	2
RDT	204	Nuclear Medicine Tech.	1	0	1
RDT	205	Medical & Surgical Diseases	2	0	2
RDT	206	Intraoral Radiography	1	0	1
RDT	211	Radiographic Techniques V	3	24	11
			12	24	20

SEVENTH QUARTER

SOC	201	Sociology	3	0	3
RDT	207	Radiation Therapy	1	0	1
RDT	208	Equipment Maintenance	2	0	2
RDT	212	Radiographic Techniques VI	3	24	11
		Elective	3	0	3
			12	24	20

EIGHTH QUARTER

RDT	209	Departmental Administration	1	0	1
RDT	213	Radiographic Techniques VII	2	36	14
			3	36	15

Total Quarter Hours In Courses	142
Electives	6
TOTAL	148

LAW ENFORCEMENT

The nature and scope of the law enforcement officer has changed drastically in recent years. The law enforcement officer not only makes arrests today, but does criminal investigation, works with juveniles, and becomes actively involved in community affairs. He works with people more than at any time in the past. Therefore he must have an increased knowledge of psychology, sociology, politics, and planning and administration.

Opportunities exist at the local, state, and national level in such areas as law officer, detective, juvenile officer, highway patrolman, or federal investigator.

The law enforcement curriculum offers both academic classroom work and practical laboratory work. All aspects of law enforcement are introduced in order to give the student a general knowledge of the work done by any agency. Electives allow the student to specialize in an area in which he has a particular interest. The demand for more and better law enforcement has made increased educational preparation an essential qualification for a person seeking employment in this area.

Suggested Sequence of Courses by Quarters

		Course Title	Hours Per Week		Quarter Hours Credit
			Class	Lab.	
FIRST QUARTER					
ENG	101	Grammar	3	0	3
MAT	115	General Math	3	0	3
PSC	101	Introduction to Law Enforcement	5	0	5
PSY	102	General Psychology	3	0	3
POL	102	Government – National	3	0	3
			17	0	17
SECOND QUARTER					
ENG	102	Composition	3	0	3
POL	103	Government – Local and State	3	0	3
PSC	110	Criminology	3	0	3
PSY	103	Adolescent Psychology	3	0	3
		Elective	3	0	3
PSC	115	Criminal Law I	3	0	3
			18	0	18
THIRD QUARTER					
PSC	116	Criminal Law II	3	0	3
CHM	101	Chemistry	4	2	5
PSC	111	Juvenile Delinquency	3	0	3
PSC	102	Introduction to Corrections	3	0	3
		English Elective	3	0	3
			16	2	17
FOURTH QUARTER					
PSC	220	Law Enforcement Administration	3	0	3
PSC	210	Criminal Investigation	5	0	5
PSC	203	Forensic Science	2	2	3
		Elective	3	0	3
		Elective	3	0	3
			16	2	17
FIFTH QUARTER					
SOC	201	Sociology	3	0	3
PSC	225	Legal Court and Procedure	3	0	3
PSC	205	Criminal Evidence and Procedure	5	0	5
		Elective	3	0	3
		Elective	3	0	3
			17	0	17
SIXTH QUARTER					
PSC	211	Introduction to Criminalistics	4	3	5
PSC	215	Civil Law	3	0	3
PSC	201	Traffic Planning & Accident Investigation	3	0	3
		Elective	3	0	3
		Elective	3	0	3
			16	3	17

TECHNICAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Technical Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours: one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit and in parentheses, the number of lecture hours and the number of laboratory hours each week.

Business

BUS 101 Introduction to Business 5 (5–0)

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.

BUS 102 Typewriting 3 (2–3)

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts. Prerequisite: None.

BUS 103 Typewriting 3 (2–3)

Emphasis on the development of speed and accuracy with further mastery of correct typewriting techniques. Application of these skills and techniques in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.

BUS 104 Typewriting 3 (2–3)

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.

BUS 106 Shorthand 4 (3–2)

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.

BUS 107 Shorthand 4 (3–2)

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or the equivalent.

BUS 108 Shorthand 4 (3–2)

Theory and speed building. Introduction of office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107.

BUS 110 Office Machines 3 (2–2)

A general survey of the business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding machine, printing calculator, electronic calculator and the mimeograph duplicating machine.

BUS 112 Filing 3 (3–0)

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing. Prerequisite: None.

BUS 115 Business Law 3 (3–0)

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. Prerequisite: None.

BUS 116 Business Law 3 (3–0)

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: -BUS 115.

BUS 120 Accounting 6 (5–2)

Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises. To include practical application of the principles learned. Prerequisite: MAT 110.

BUS 121 Accounting 6 (5–2)

Partnership and corporation accounting including a study of payrolls, federal, and state taxes. Emphasis on recording, summarizing, and interpreting data for management control rather than on bookkeeping skills. A showing of accounting services as they contribute to the recognition and solution of management problems. Prerequisite: BUS 120.

BUS 123 Business Finance 3 (3–0)

An advanced course desgined to give the student practical knowledge of the different kinds of stocks and bonds, mortgages, working capital, sinking funds, capitalization, sales of securities, surplus and dividends. Prerequisite: BUS 110.

BUS 124 Business Finance 3 (3–0)

Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary, and credit policies. Prerequisite: BUS 123.

BUS 205 Advanced Typewriting 3 (2–3)

Emphasis on the development of individual production rates. Learning the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: BUS 104. Speed requirement, 50 words per minute for five minutes.

BUS 206E Dictation and Transcription 4 (3–2)

Development of the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute for three minutes on new material. Prerequisite: BUS 108.

BUS 207E Dictation and Transcription 4 (3–2)

Development of accuracy, speed, and vocabulary necessary to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 90 words per minute for three minutes on new material. Prerequisite: BUS 206.

BUS 208E Dictation and Transcription 4 (3–2)

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required for three minutes on new material. Prerequisite: BUS 207.

BUS 211 Office Machines 3 (2–2)

Laboratory work involving the operation and development of skill in the use of reproduction equipment and other office machines.

BUS 214 Secretarial Procedures 4 (3–2)

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Procedures included: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and use of transcribing units. Prerequisite: BUS 205

BUS 229 Taxes 4 (3–2)

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.

BUS 232 Sales Development 3 (3–0)

A study of retail, wholesale, and specialty selling. Emphasis placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.

BUS 235 Business Management 3 (3–0)

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements. Prerequisite: None.

BUS 239 Marketing 5 (5–0)

A general survey of the field of marketing with a detailed study of the function, policies, and institutions involved in the marketing process. Prerequisite: None.

BUS 243 Advertising 4 (3–2)

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, and means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None.

BUS 271 Office Management gement 3 (3–0)

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.

BUS 272 Principles of Supervision vision 3 (3–0)

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Stress on methods of supervision. Prerequisite: None.

Cooperative Education

EGR 191-192 Cooperative Occupational Education 4 (0–40)

This course sequence consist of a minimum of two quarters of supervised work experience alternating with the educational program on a schedule satisfactory to employers, the institution, and the student. This period of time will enable the student to perform a planned variety of activities required of his specialty. The work periods will be carefully planned and closely supervised by the employer and the institution to provide experiences and responsibilities commensurate with the capabilities of the student. An official agreement among the educational institution, the student, and the employer will identify the sequence of activities to be preformed by the student and define the supervisory responsibilities for the educational element of the work. Prerequisites: Student registered in a technical program in the institution.

Data Processing

EDP 104 Introduction to Data Processing Systems 4 (3–2)

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. Prerequisite for all programming courses. Prerequisite: None.

Drafting

DFT 111 Blueprint Reading and Sketching 1 (0–3)

Reading and interpretation of blueprints, drawings, charts, diagrams, service manuals and associated information. Practice in freehand sketching of diagrams and parts using basic principles of lines, views, and dimensions. Prerequisites: None.

DFT 101 Technical Drafting 2 (0–6)

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisites: None.

DFT 102 Technical Drafting 2 (0–6)

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standard Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. Prerequisites: DFT 101

Economics

ECO 102 Economics 3 (3–0)

The fundamental principles of economics including the institutions and practices by which people gain a livelihood and a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None.

ECO 104 Economics 3 (3-0)

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102.

ECO 108 Consumer Economics 3 (3-0)

Designed to help the student use his resources of time, energy, and money to get the most out of life. Provides the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and better understanding the economy in which he lives. Prerequisite: None.

English

ENG 101 Grammar 3 (3-0)

Designed to aid the student in the improvement of self-expression in grammar. Functional approach with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

ENG 102 Composition 3 (3-0)

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis on the sentence the paragraph, and the whole composition. Prerequisite: ENG 101

ENG 103 Report Writing 3 (3-0)

Utilization of the fundamentals of English as a background for the origanization and techniques of modern report writing. Exercises in developing typical reports, using appropriate writing techniques and graphic devices. Practical application in the preparation of a full-length report which relates to his chosen curriculum. Prerequisite: ENG 102.

ENG 204 Oral Communication 3 (3-0)

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis on the speaker's attitude and the improvement of diction and voice. Practice in the application of particular techniques of theory to correct speaking habits. Particular attention given to conducting meeting, conferences, and interviews. Prerequisite: ENG 101.

ENG 206 Business Communication 3 (3-0)

Develops skills in techniques in writing business communications. Emphasis on writing action-getting sales letters and prospectuses. Business reports, summaries of business conferences, letter involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: ENG 102.

ISC 102 Industrial Safety 3 (3-0)

Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program. Prerequisite: None.

ISC 201 Industrial Organization and Management 3 (3-0)

Organizational structure for industrial management; operational and financial activities including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training, and supervision of personnel as found in typical industrial organizations. Prerequisite: None.

ISC 202 Quality Control 3 (2–4)

Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs, reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests for significance. Prerequisite: None.

Law Enforcement

PSC 101 Introduction to Law Enforcement 5 (0–5)

A general course designed to familiarize the student with a philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation. Prerequisite: None.

PSC 102 Introduction to Corrections 3 (3–0)

Examination of the total correctional process from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole. Prerequisite: None.

PSC 110 Criminology 3 (3–0)

The study primarily concerned with scientific efforts to understand crime and to understand man in relation to crime phenomena. It deals with those definitions and formulations of crime and criminals upon which an adaption system of criminology must be based. It examines the law as the basic framework within which social deviations of a peculiar character assume their functions as criminal acts and those broad principles upon which a science of criminology must rest. Prerequisite: None.

PSC 111 Juvenile Delinquency 3 (3–0)

An analysis of juvenile delinquency as it relates to the family, school, church, police and peer group. Etiological factors of delinquency and rehabilitation methods are discussed. Prerequisite: PSC 110 Criminology or Instructor's Permission.

PSC 115 Criminal Law 3 (3–0)

Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Prerequisite: None.

PSC 116 Criminal Law II 3 (3–0)

A continuation of PSC 115 Criminal Law I. Prerequisite: PSC 115 Criminal Law I or Instructor's Permission.

PSC 140 Fingerprinting I 2 (2–3)

A survey of the use of fingerprinting as a law enforcement technique. Emphasis is placed on collection, filing system, sources and interpretation as as evidence. Prerequisite: None.

PSC 141 Fingerprinting II 2 (2–3)

A continuation of Fingerprinting I. Prerequisite: PSC 104 Fingerprinting I

PSC 150 Seminar-Practicum Law Enforcement 3 (0–3)

Experience in a variety of law enforcement agencies to develop broader concepts concerning law enforcement as an occupation and to increase the back ground of the student for the second year's work. (Arranged by special permismion after completion of three quarters.)

PSC 201 Traffic Planning & Accident Investigation 3 (0–3)

A study which covers the history of the traffic enforcement problem and gives an overview of the problem as it exists today. Attention will be given to the 3 E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials.

PSC 203 Forensic Science 3 (2–3)

An introduction to crime lab technique which stresses the examination of question documents, comparative micrography, polygraph examinations, firearms identification, pathology, toxicology, and fingerprint techniques. Prerequisite: CHM 101 or Instructor's Permission.

PSC 205 Criminal Evidence and Procedure 5 (0–5)

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: PSC 210 or Instructor's Permission.

PSC 210 Criminal Investigation 5 (0–5)

This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homicide. Prerequisite: None.

PSC 211 Introduction to Criminalistics 4 (3–5)

Continuation of the study of criminal investigation including a general study of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment. Prerequisite: None.

PSC 215 Civil Law 3 (0–3)

Deals with the characteristic features of the civil law of today in modified form as well as a rule of civil conduct, prescribed by the supreme power of the state commanding what is right and prohibiting what is wrong. This course is devoted to the principle of laws which are applied to the most common civil transactions. Prerequisite: None.

PSC 220 Law Enforcement Administration 3 (0–3)

Introduction to principles or organization and administration, discussion of the service functions: e.g., personnel management, police management, training, communications, records, property maintenance and miscellaneous services. Prerequisite: None.

PSC 230 Current Problems in Law Enforcement 3 (0–3)

A discussion of contemporary law enforcement problems including drugs, racial problems, and riot control. Special research projects may be assigned. (Open to fifth or sixth quarter students only.)

PSC 231 Law Enforcement Patrol Functions 1 (4–3)

Duties and responsibilities of law enforcement officers while on patrol. Distribution of forces, communications, safety, emergencies and traffic enforcement are observed in an assigned series of actual patrols. (Open to second year students only.)

PSC 232 Firearms 2 (2–3]

An introduction to weapons, types and classification, and their safe use in law enforcement. Particular emphasis is placed on when to use weapons, their transportation and storage.

PSC 233 Defensive Tactics 1 (4–3)

An introduction to the art of self-defense as applicable to the personal protection of the law enforcement officer.

Mechanics

MEC 105 Statics 5 (0–5)

A study of systems of forces acting on bodies, machines, and structures at rest and the effects of forces on objects. Topics covered include analysis of force systems; equilibrium; analysis of structure, frames, and machines; distributed forces; friction; and moment of inertia. Prerequisites: MAT 102, PHY 102.

MEC 111 Manufacturing Processes 3 (3–4)

A survey of manufacturing processes, machines, tools, and devices with regard to their capabilities, capacities, tolerances, finishes, etc. Product design, materials utilized, engineering nomenclature, and common terminology will be discussed. Prerequisites: None.

MEC 112 Manufacturing Processes 3 (3–4)

Process planning of operation sequences for efficient production, tool planning, and estimating. An introduction to metallurgy as well and characteristics of non-metallic materials. Prerequisites: MEC III.

MEC 205 Strength of Materials 3 (2–4)

Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analysis of these stresses are made as applied to thin-walled cylinders, and spheres, riveted and welded joints, beams, columns and machine components. Prerequisites: None.

MEC 210 Physical Metallurgy 3 (3–4)

Introductory course in metallurgy. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures, methods of designating crystal planes; liquid and vapor phases; phase diagrams; and alloy systems. Prerequisites: PHY 101.

MEC 213 Production Planning 3 (3–4)

Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Drafting room layout for planning and control. Prerequisites: DFT 102, MEC 102.

MEC 217 Engineering Materials and Processes 3 (3–4)

An introductory study of the common materials used in engineering, such as woods, metals, concrete, plastics, etc., and the related physical testing to determine their properties and strengths. Emphasis is placed upon problem-solving and engineering application. Prerequisites: PHY 102.

MEC 235 Hydraulics and Pneumatics 3 (3–4)

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs. Prerequisites: PHY 102.

MEC 237 Control Systems 3 (3–4)

Process planning of operation sequences for efficient production, tool planning, and estimating. An introduction to metallurgy as well as characteristics of non-metallic materials. Prerequisites: MEC III

Physics

PHY 101 Physics: Properties of Matter 3 (2–4)

A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisites: None.

PHY 102 Physics: Work, Energy, Power 4 (3–2)

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisites: MAT 101, PHY 101.

PHY 103 Physics: Electricity 4 (3–2)

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course. Prerequisites: PHY 101, MAT 101.

PHY 107 Physics 2 (2-0)

Emphasis is placed on the fundamentals of electrical and radiation physics and basic principles underlying the operation of x-ray equipment and auxiliary devices. Prerequisite: MAT 105

PHY 108 Physics 2 (2-0)

Emphasis is placed on the fundamentals of electrical and radiation physics and basic principles underlying the operation of x-ray equipment and auxiliary devices. Prerequisite: PHY 107.

Plastics

PLA 100 Introduction to Plastics Technology 4 (3-3)

Study of plastics as a class of material: classifications, sources, properties, history of the industry, and applications of plastics. Fundamental relationships between properties and end use of plastic materials. Study of the plastics industry and plastic products, as they relate to the environment. Field trips included. Prerequisites: None.

PLA 101 Processing of Plastics 5 (3-6)

An indroductory course to broaden the student's knowledge of the processing of plastics. Experiments in the principles of processing of plastics materials. Injection, blow molding, compression molding and transfer molding of thermoforming and other forming and fabrication techniques used. in the plastics industry. Plant tours included. Prerequisites: None .

PLA 102 Injection Molding of Plastics 4 (3-3)

The machines, molds, cycles and safety in injection molding with special emphasis on the relationship between the material, the molding conditions and proquality. Prerequisites: PLA 101 or Equivalent.

PLA 103 Extrusion and Blow Molding 4 (3-3)

The focus will be on the "why" and "how" of extrusion and blow molding. Study of machines, molds, cycles, and safety with special emphasis on the relationship between the material, the molding conditions, product quality, and relationship between the material, the molding condition, product quality, and costs. Plant visits included. Prerequisites: PLA 101.

PLA 104 Fabrication and Thermoforming Techniques 4 (3-3)

Advantages and techniques of selected methods of fabricating and thermoforming plastics, including layup, sprayup, performing, filling, and filament winding, Thermoforming methods, material selection, production techniques, and selected applications will be discussed. Prerequisites: PLA 101

PLA 106 Materials Compounding 3 (2-3)

Processing of raw materials to produce plastics; compounding, mixing and blending, Packaging, bulk handling, warehousing, trucking and bulk purchasing factors. Processing and classifying waste material for reuse. Prerequisite: PLA 100

PLA 125 Plastics Processing Systems 4 (3-3)

Description, operation and maintenance of various auxiliary systems in plastics processing. Hydraulic and electric circuit technology of plastics processing equipment. Prerequisite: None.

PLA 201 Compression and Transfer Molding 4 (3-3)

Review of common thermosetting materials; terminology; mold typed and heating methods; press types and applications; performing; pre-heating and loading techniques; fundamentals of product and mold design; finishing and decorating; plant visit. Prerequisites: PLA 101.

PLA 215 Plastic Product and Mold Design 5 (3-6)

Selection of materials as governed by product requirements; appearance, mechanical and electrical propterties, heat and chemical resistance, compatibility. Design considerations, size, aesthetic aspects, wall thickness, parting lines, contours, shrinkage, holes, threads, undercuts, tolerances. Introduction to plastics molding, design practice, mold calculations, mold materials and manufacture, and auxiliary mold equipment. Board work in the preparation of mold drawings. Prerequisites: PLA 103, MEC 111.

PLA 216 Auxiliary Tooling for Plastics 3 (2-3)

Loading devices; mold detail separation devices; core removal fixtures; cooling forms, degating deviced and trimming dies; broaching tools; insert pressing; assembly and cementing fixtures; automation. Plant visit. Prerequisites: PLA 201.

PLA 217 Plastic Mold Design 4 (2-6)

Metals, finishes, cavity-forming methods, mold bases, temperature control, mold layout, and runner and gate systems for injection molding. Relationships with molding, finishing, and end-use requirements are stressed. Prerequisites: PLA 215 or equivalent.

PLA 218 Plastics Material & Applications 4 (3-3)

Classes of materials, their physical and chemical properties. Effects on materials of environmental factors. Product areas of application: Appliances, Pharmceutical-Medical; Packaging: Automotive, Aviation, and Marine, Toys and Housewares, Textiles; Industrials, and Construction. Prerequisites: PLA 215.

PLA 235 Materials Engineering 3 (2-2)

Fundamental relationships between molecular structures, properties and end use of plastic materials in an engineering sense. Correlation of composition and structure with dependent engineering properties of polymers. Theory and reason for testing on a dynamic and static basis in field and laboratory. The techniques of ASTM methods of procedures for testing. Prerequisites: PLA 215 or equivalent.

Mathematics

MAT 101 Technical Mathematics 5 (0-5)

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisites: Satisfactory evidence that admission requirements have been met.

MAT 102 Technical Mathematics 5 (0-5)

A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisites: MAT 101

MAT 103 Technical Mathematics 5 (0-5)

The fundamental concepts of analytical geometry, differential and integral calculus are introduced. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations are stressed. Prerequisite: MAT 102.

MAT 105 Radiological Mathematics 3 (0-3)

A course to include basic concepts and operations of algebra; addition, subtraction, multiplication and division; graphical representation; logarithms; geometry and trigonometry. A study of the mechanics involved in the use of a slide rule will be introduced. Prerequisite: None.

MAT 110 Business Math 5 (5-0)

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount. commission, taxes and pertinent uses of mathematics in the field of business. Prerequisite: None.

MAT 112 Business Math 5 (5-0)

This is a continuation of MAT 110. Additional depth and practice provides the student with the strong mathematical background necessary to the business profession.

Social Science

POL 102 Government – National 3 (3–0)

English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of the national government. Prerequisites: None.

POL 103 Government – Local and State 3 (3–0)

A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues and appropriations. Special attention will be given to North Carolina. Prerequisite: POL 102 or Instructor's Permission.

POL 201 United States Government 3 (3–0)

A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None.

PSY 102 General Psychology 3 (3–0)

A study of the various fields of psychology; the developmental process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society. Prerequistie: None.

PSY 103 Adolescent Psychology 3 (3–0)

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual and personality development of adolescents. Prerequisite: PSY 102 or Instructor's Permission.

PSY 112 Personality Development 3 (3–0)

Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality improvement. Prerequisite: None.

PSY 201 Psychology 3 (3–0)

The introductory study of psychology. The course includes the study of principles of behavior in the area of motivation, perception, learning, intelligence, and the organization of personality. Prerequisite: None.

PSY 206 Applied Psychology 3 (3–0)

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problem. Other topics investigated: employee selection, supervision, job satisfaction, and industrial conflicts. Attention given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.

SOC 104 The Family: A Cross-Cultural Survey 3 (3–0)

Study of the family as a social unit. Historical patterns and the evolution of family roles in various types of cultures provide opportunities to analyze and interpret and influence of the culture and the family in relation to the larger society. Prerequisite: None.

SOC 201 Sociology 3 (0–3)

An introductory course in the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior. Prerequisite: None.

SOC 204 Police-Community Relations 3 (3–0)

The individual and group role of the law enforcement officer as an effective member of the community. Emphasis is on the public relations aspect of law enforcement. Special research projects may be assigned.

Radiology

RDT 101 Orientation & Radiation Protection 1 (1–0)

The student will receive an overall view of radiologic technology, and the part radiology plays in medicine and become acquainted with the general structure of applied medicine. Prerequisite: None.

RDT 102 Professional Ethics 1 (1–0)

The student will become acquainted with good ethical principles; learn the responsibilities entailed by becoming a member of a paramedical profession; and the relationship of the x-ray technologist to other technologists, patients, the radiologist, attending physicians, and the other members of the hospital staff. Prerequiste: None.

RDT 103 Anatomy & Physiology 1 (2–0)

The student will receive a basic knowledge of the various systems, structures, and organs of the body and their functions. Emphasis will be placed on the skeletal system and its function. Prerequisite: None.

RDT 104 Anatomy & Physiology II 2 (2–0)

The student will learn to interpret accurately requests for x-ray examination, to properly position the part or area to be radiographed. Emphasis will be placed on the eye and ear muscular systems, circulatory systems, digestive system, urinary system, and reproductive system. Prerequisite: RDT 103.

RDT 105 Anatomy & Physiology III 1 (1–0)

The student will understand the normal functions of organs as a basis for certain x-ray examinations. Emphasis will be placed on the cervical, dorsal lumbar spine and skull anatomy. Prerequisite: RDT 104.

RDT 106 Medical Terminology 1 (1–0)

A study of medical terminology as applied to the speciality or radiology; specifically to learn anatomical names of bones and organs of the body and other anatomical descriptive terms, radiographic terms and common abbreviations, commonly used medical terms, prefixes and suffixes, as well as meaning of such terms and their proper usage. Prerequisite: None.

RDT 107 Medical Terminology II 1 (1–0)

A study of medical terminology as applied to the speciality of radiology; specifically to learn anatomical names of bones and organs of the body and other anatomical descriptive terms, radiographic terms and common abbreviations, commonly used medical terms, prefixes and suffixes, as well as meaning of such terms and their proper usage. Prerequisite: RDT 106.

RDT 108 Nursing Procedures 1 (1–0)

The student will become acquainted with nursing procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various nursing situations. Prerequisite: None.

RDT 109 Pediatric Radiography 1 (1–0)

A study of definite methods and procedures that the technologist will need with young children. Emphasis is placed on minimizing the amount of radiation to the patient. Prerequisite: RDT 111.

RDT 110 Radiographic Techniques I 10 (2–24)

A detailed study of darkroom chemicals and techniques including history and development of x-ray film and darkroom accessories, chemical constituents and processing solutions, and types of processing apparatus. Principles of radiographic exposure and positioning will be introduced. Clinical experience in patient handling the study of x-ray machines will begin. Prerequisite: None.

RDT 111 Radiographic Techniques II 12 (4–24)

A thorough understanding of the theory of x-ray technique (radiographic exposure) with co-relation of knowledge through practical application in clinical experience. Precise and detailed information on radiographic positioning of structures and organs with practical application in the radiographic room. Students x-rays taken during clinical experience will be studied. Prerequisite: RDT 110.

RDT 112 Radiographic Techniques III 12 (4–24)

A study of common procedures in radiography involving the use of contrast media, equipment and media used, and the reactions and contra-indications to these media. Various positions through practical application will whow necessity for different views to maintain correct detail and proportion of parts, especially pertaining to pediatric radiology. Sterile techniques and a study of students x-rays taken during clinical experience will be included. Prerequisite: RDT III.

RDT 201 Topographic Anatomy 2 (2 – 0)

A review of anatomy from the standpoint of topographic anatomy and the relationship of organs to each other. Stress is upon the location of each organ using surface landmarks and the relation of the organ to other organs within the same anatomic region. Prerequisite: RDT 105.

RDT 202 Patient & Personnel Protection 1 (1 – 0)

A course to include the general principles of protection, reasons for protective measures to personnel and patients, and examinations requiring special protective measures. Prerequisite: RDT 112.

RDT 203 Special Radiographic Procedures 2 (2–0)

The student becomes acquainted with the specialized and highly technical procedures in radiography, the equipment and opaque media used, and the general indications for each examination. Prerequisite: RDT 210.

RDT 204 Nuclear Medicine Technology 1 (0 – 1)

A study of radioactive isotopes which assist the radiologist in the diagnosis and/or treatment of illness or injury. Prerequisite: RDT 202.

RDT 205 Medical and Surgical Diseases 2 (0–2)

A course to acquaint the student with certain changes that occur in disease and injury and their application to x-ray technology. Emphasis is placed on the features of the various conditions which should be known by the technologist in performance of the indicated x-ray examinations. Prerequisites: RDT 201.

RDT 206 Intraoral Radiography 1 (0–1)

Provide an understanding of the anatomy and contours of the teeth and mouth and of the geometry of image formation of this area. Familiarization with the essential equipment and accessories used in dental radiography and to point out the necessity of exact positioning of the central ray and the film in order to produce high quality radiographs. Prerequisite: RDT 210.

RDT 207 Radiation Therapy 1 (1–0)

A course designed to meet the basic minimal requirements for technologists in radiation therapy. Demonstration of the more commonly employed applications with emphasis placed upon the storage, handling of radioactive materials and the protective measures which must be taken in their use. Prerequisite: RDT 204.

RDT 208 Equipment Maintenance 2 (2–0)

Familiarization with the component circuits of an x-ray unit, and detection and correction of simple difficulties which interfere with or prevent proper function of the equipment of accessories. Fundamentals of preventive maintenance to avoid expensive breakdown will be explored.

RDT 209 Departmental Administration 1 (1 – 0)

The student becomes acquainted with the organization, function, supervision and financial arrangements relative to departments of radiology. Correct departmental, intra- and inter- departmental relationships, such as those pertaining to attitudes and policies relative to personnel management will be discussed. Prerequisite: None.

RDT 210 Radiographic Techniques IV 11 (3–24)

A complete and thorough working knowledge of the manipulation of exposure factors through the completion of problems and experiments. Basic principles needed to construct technique charts for all situations and kilovoltage ranges will be learned. Positioning of patients in clinical practice will demonstrate various anatomical parts. Prerequisite: RDT 113.

RDT 211 Radiographic Techniques V 11 (3–24)

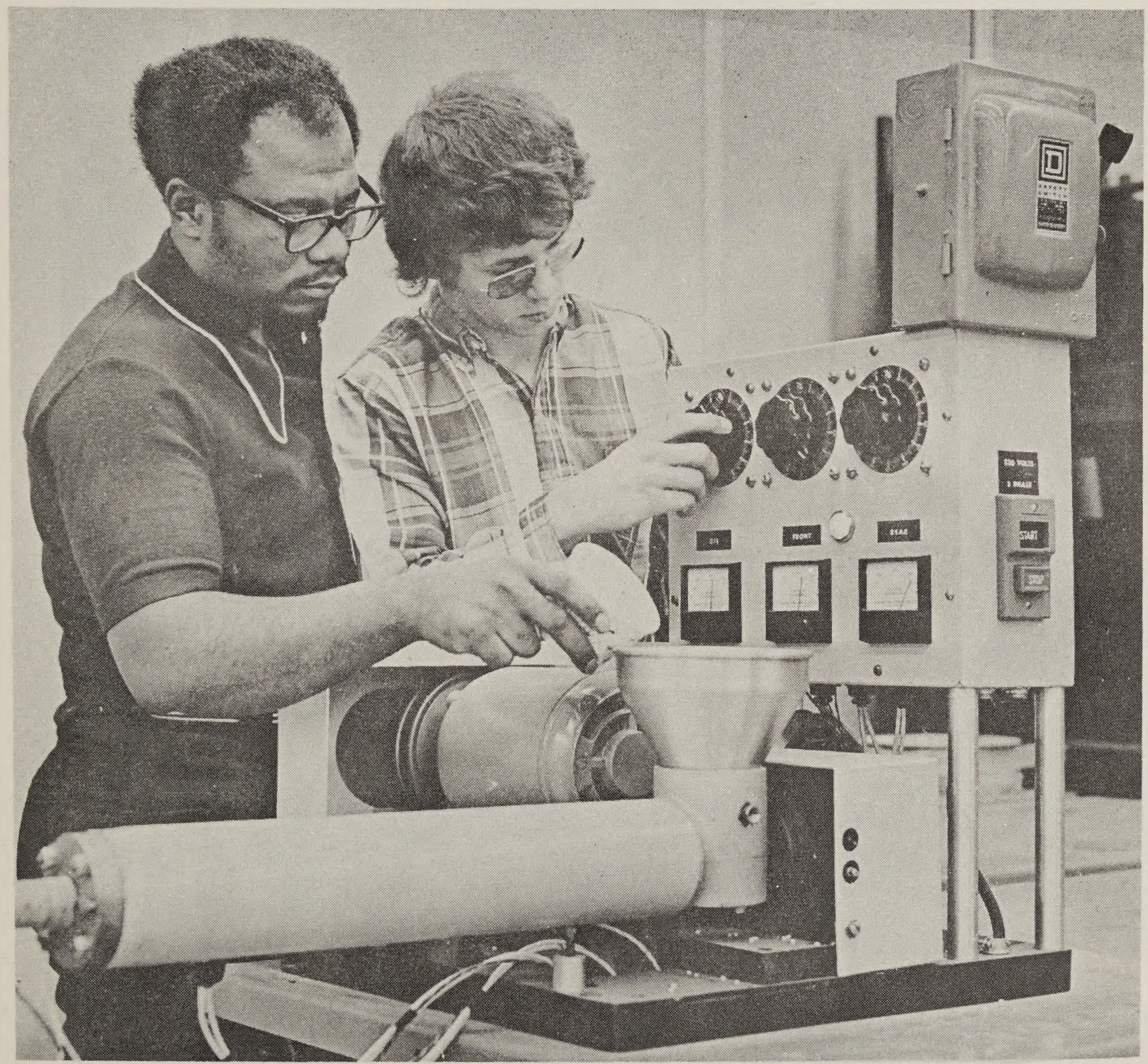
Principles of radiographic exposures, positioning of patients for x-ray examinations, study of the methods employed in treating and diagnosing a patients illness will be studied. Introduction of the handling of radioactive isotopes and other therapy units will be introduced. Students x-rays taken during clinical experiences will be studied. Prerequisite: RDT 210

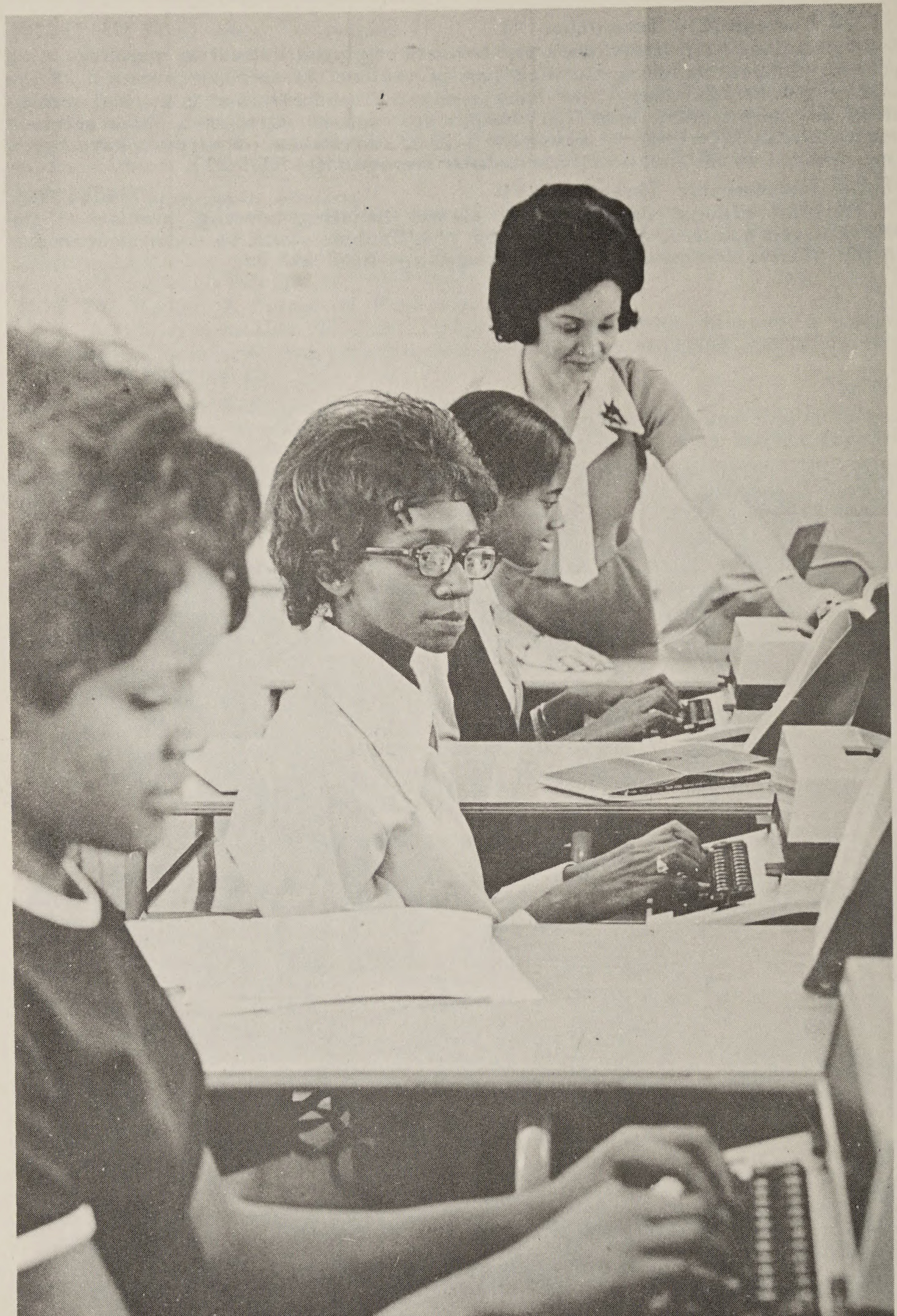
RDT 212 Radiographic Techniques VI 11 (3–24)

A detailed study of machines and methods employed in treating and diagnosing a patients illness including the handling of radioactive isotopes, control of the Beatron, Cobolt 60 and many other therapy units. Procedures used in special studies such as motion pictures, rapid film changes etc. will be introduced. Minor services which technicians perform on equipment will be undertaken. Students x-rays taken during clinical experience will be studied. Prerequisite: RDT 211.

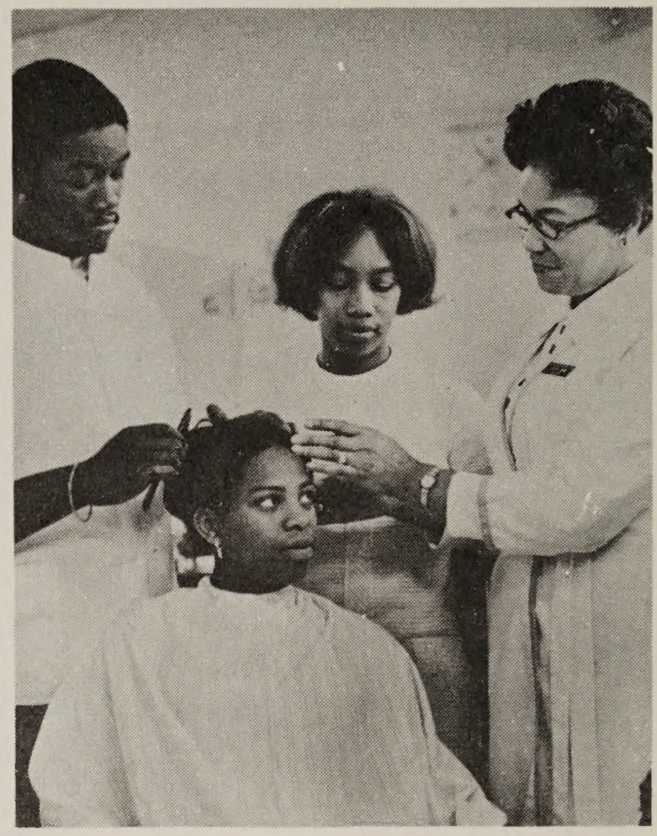
RDT 213 Radiographic Techniques VII 14 (3–36)

Hospital clinical experience in patient handling covering studies of the previous seven quarters. A general review of all subjects will be undertaken to prepare the student for examinations. Prerequisite: RDT 212





Vocational Division



VOCATIONAL DIVISION

In North Carolina as well as throughout the nation, skilled tradesmen are in great demand. People trained to operate, repair, or maintain equipment are constantly being sought by shops or industrys. Most students have more than one offer of employment upon graduation.

Vocational programs offer emphasis on manipulative and mental skills applicable to the course of study in which the student is enrolled. Students spend from twenty-five to thirty hours per week in school. This time is divided between classroom studies and shop-practice. The shops at Edgecombe Tech are designed to be similar to those in which the student will work when he goes on the job.

The vocational programs are one year in length. The student who successfully completes the vocational program is awarded a diploma, and those who complete less than the complete course of study receive a certificate.

Programs of Study:

Automotive Body Repair
Automotive Mechanics
Cosmetology
Child Care Worker
Electrical Installation
    and Maintenance
Practical Nursing
Radio and Television Servicing
Welding

DIPLOMA PROGRAM

Admissions Requirements

Prospective students for diploma programs must meet the following requirements.

1. A high school diploma or equivalency diploma, although preferred, is not required.

2. Applicant must be (18) eighteen years old or older or his high school class must have graduated.

3. Complete placement tests when requested.

4. Applicant must submit medical form supplied by the Institute. Practical Nurse and Cosmetologists must also submit medical form signed by physician.

5. A transcript of high school and/or post high school education must be provided. The institute will request the transcript directly from the school last attended by the applicant.

6. Applicant must have a personal interview with Counselor after application, transcript, and aptitude scores have been received. Also, Practical Nurse applicants must attend an Admission Committee interview.

Auto Body Repair

The field of automotive body repair and painting needs many more well trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit and install glass. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters.

Suggested Sequence of Courses by Quarters

			Hours Per Week		Quarter Hours
FIRST QUARTER			Class	Lab.	Credit
AUT	1111	Auto Body Repair	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
WLD	1101	Basic Gas Welding	0	3	1
			13	17	19
SECOND QUARTER					
AUT	1112	Auto Body Repair	3	12	7
WLD	1105	Auto Body Welding	0	3	1
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			9	20	16
THIRD QUARTER					
AUT	1113	Metal Finishing and Painting	3	12	7
PSY	1101	Human Relations	3	0	3
AUT	1115	Trim, Glass and Radiator Repair	2	9	5
			8	21	15
FOURTH QUARTER					
AUT	1114	Body Shop Applications	3	21	10
BUS	1103	Small Business Operations	3	0	3
			6	21	13

Automotive Mechanics

The automobile industry ranks as one of the largest and most universal industries and is a source of many job opportunities. New scientific discoveries and changes in engineering and design make this a challenging and interesting occupation.

The well-trained auto mechanic is a respected and sought after tradesman. This is the largest service and repair occupation in our country, requiring over 10,000 employee replacements each year. Opportunity is dependent on ability.

The automotive mechanics curriculum at Edgecombe Technical Institute provides training opportunities for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. An understanding of the principles involved is gained in class discussions and assignments.

A diploma is awarded upon successful completion of four quarters.

Suggested Sequence of Courses by Quarters

			Hours Per Week		Quarter Hours
FIRST QUARTER			Class	Lab.	Credit
PME	1101	Internal Combustion Engines	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	2	4
			13	14	18
SECOND QUARTER					
PME	1102	Engine Electrical and Fuel Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
PHY	1102	Applied Science	3	2	4
			11	17	17
THIRD QUARTER					
AUT	1123	Automotive Chassis and Suspensions Systems	3	9	6
AUT	1121	Braking Systems	3	3	4
PSY	1101	Human Relations	3	0	3
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas Welding	0	3	1
			11	18	17
FOURTH QUARTER					
AUT	1124	Automotive Power Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	18	15

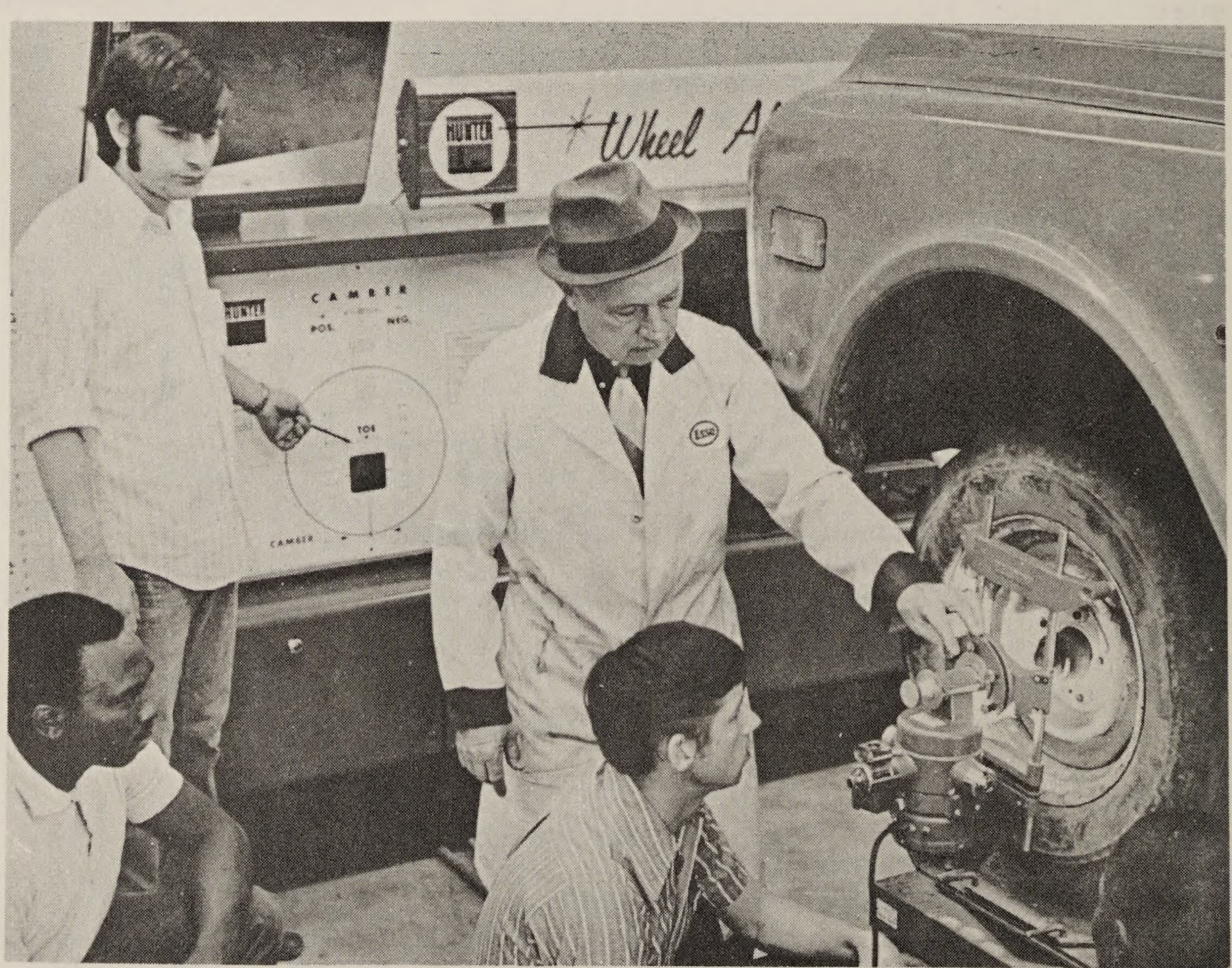
→ Add -

Three additional quarters of Automotive Mechanics are offered for those who desire to gain advanced skills.

AUTOMOTIVE MECHANICS (Second Year)

Suggested Sequence of Courses by Quarters

			Hours Per Week		Quarter Hours
FIFTH QUARTER			Class	Lab.	Credit
PME	1102P	Electrical Testing Equipment	3	12	7
PME	1103P	Advanced Internal Combustion Engines	3	12	7
			6	24	14
SIXTH QUARTER					
PME	1124P	Automatic Transmissions	6	6	8
AHR	1135	Advanced Air Conditioning: Automotive	1	3	2
PME	1126P	Service Management Procedures	3	12	7
			10	21	17
SEVENTH QUARTER					
AUT	1122	Power Accessories	1	3	2
AUT	1109	Troubleshooting Automotive Systems	2	9	5
PME	1126	Small Engine Repair	0	6	2
SPA	1298	Special Problems	2	4	3
			5	22	12



Child Care Worker

There is presently an acute shortage of personnel prepared to work with the preschool child. With many mothers of young children returning to the labor market, the number of young children in out-of-the-home care is increasing rapidly. Recent studies have reemphasized the importance of fostering optimal development during the early years of life. The curriculum includes both the classroom and field experiences for each student. The classroom includes theoretical topics, demonstrations of practical applications, and student discussions to promote understandings of the developmental philosophy toward early childhood. The field experience provides the opportunity for an individual to work with the young child.

The child care worker assists professional personnel in developing and implementing planned programs of activities for young children. Graduates of this program may find employment in day care centers, nursery schools, Kindergartens, child development centers, institutions, camps and recreation centers.

Suggested Sequence of Courses by Quarters

		Course Title	Hours Per Week		Total Contact Hours
			Class	Lab.	
FIRST QUARTER					
EDU	1001	The Nature and Scope of Day Care for Young Children	5	0	5
EDU	1002	Health and Safety of Young Children	5	0	5
EDU	1003	Creative Activities for Young Children	5	3*	6
ECU	1004	Field Experience in Child Care Facilities	—	6*	2
			15	9	18
SECOND QUARTER					
EDU	1005	Working with the Young Child	3	9*	6
EDU	1006	Communicating Effectively with the Young Child	3	0	3
EDU	1007	Music in the Early Childhood Program	2	3*	3
EDU	1008	Science in the Early Childhood Program	2	3*	3
EDU	1009	Art in the Early Childhood Program	2	3*	3
			12	18	18
THIRD QUARTER					
EDU	1010	Working with the Young Child with Problems	3	9*	6
EDU	1011	Conceptual and Language Development	3	0	3
EDU	1012	Literature in the Early Childhood Program	3	0	3
EDU	1013	Parent Education **	6	0	6
EDU	1014	Administration & Supervision in a Preschool Facility **			
EDU	1015	Group Care of Infants **			
			15	9	18

* "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

** Student to select any two.

Cosmetology

Today the cosmetic artist is called upon to advise men and women on problems of make-up, diet, and care of the hair, skin and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetic Arts Curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and syling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

The suggested curriculum guide for the cosmetology program is based on a quarter system. As you will note the usual format has been altered in that we have eliminated quarter hours of credit. This column now indicates the total contact hours devoted to specific courses. Assignment of contact hours to specific areas of instruction are in accordance with the minimum contact hour requirement as established by the North Carolina State Board of Cosmetic Art Examiners.

The 1200 hour cosmetology program prepares prospective beauty operators for the North Carolina licensing examination. Classes operate on a seven hour per-day schedule providing actual experience in such customer services as shampooing, care of the skin, massaging, and all other phases of cosmetology.

A trained beautician is in constant demand. She can find employment in the many beauty shops found in every community. A cosmetologist performs many functions in providing beauty services for customers. Some of the functions are manicuring, shampooing, permanent waving, facials, scalp treatments, hair styling, bleaching, and other services demanded of a beautician.

Suggested Sequence of Courses by Quarters

Course Title		Hours Per Week		Quarter Hours
		Class	Lab.	Credit
FIRST QUARTER				
C001	Scientific Study I	42	63	6
C011	Mannequin Practice	13	212	7
		55	275	13
SECOND QUARTER				
C002	Scientific Study II	55	0	5
C022	Clinical Application I	0	275	8
		55	275	13
THIRD QUARTER				
C003	Scientific Study III	55	0	5
C033	Clinical Application II	0	275	8
		55	275	13
FOURTH QUARTER				
C004	Scientific IV	55	0	5
C044	Clinical Application III	0	275	8
		55	275	13

Electrical Installation and Maintenance

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for quilified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. Most industries, both local and nationwide, employ qualified electrical people to install and maintain electrical equipment.

The Electrical Installation and Maintenance curriculum offers practical laboratory experience coupled with the classroom theory.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commerical, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

Suggested Sequence of Courses by Quarters

		Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
First Quarter					
ELC	1112	Direct and Alternating Current	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1115	Electrical Math	5	0	5
PHY	1101	Applied Science	3	2	4
			—	—	—
			15	14	20

Second Quarter

ELC	1113	Alternating Current and Direct Current Machines and Controls	5	12	9
DFT	1101	Blueprint Reading: Building Trades	0	3	1
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science	3	2	4
			11	17	17

Third Quarter

ELC	1124	Residential Wiring	5	9	8
ELN	1118	Industrial Electronics	3	6	5
PSY	1101	Human Relations	3	0	3
DFT	1113	Blueprint Reading: Electrical	0	3	1
			11	18	17

Fourth Quarter

ELC	1125	Commercial and Industrial Wiring	5	12	9
ELN	1119	Industrial Electronics	3	6	5
BUS	1103	Small Business Operations	3	0	3
			11	18	17

Practical Nursing

The aim of the Practical Nurse Education Program is to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependency and with a variety of illness conditions.

Students are selected on the basis of demonstrated aptitude for nursing as determined in part by aptitude tests, high school record, medical examination, and an interview with the Nursing Selection Committee.

Throughout the one-year program, the student is expected to grow continuously in acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences and in skills related to nursing practice communications, interpersonal, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills in actual patient care. In order to successfully complete the program, the student must maintain a "C" average.

Suggested Sequence of Courses by Quarters

		Course Title	Hours Per Week		Total Contact Hours
			Class	Lab.	
FIRST QUARTER					
NSG	1101	Basic Science	6	0	6
NSG	1102	Vocational Adjustments I	2	0	2
NSG	1103	Mathematics	3	0	3
NSG	1104	Introduction to Patient Care	6	6	8
NSG	1105	Communicative Skills	3	0	3
			20	6	22
SECOND QUARTER					
NSG	1106	Medical Surgical Nursing I	2	0	2
NSG	1107	Maternity Nursing	4	0	4
NSG	1108	Nursing Care of Children	4	0	4
NSG	1109	Hospital Patient Care I		24	8
			10	24	18
THIRD QUARTER					
NSG	1110	Medical Surgical Nursing II	7	0	7
NSG	1111	Basic Pharmacology	3	0	3
NSG	1112	Hospital Patient Care II		24	8
			10	24	18
FOURTH QUARTER					
NSG	1113	Medical Surgical Nursing III	8	0	8
NSG	1114	Vocational Adjustment II	2	0	2
NSG	1115	Hospital Patient Care III		24	8
			10	24	18

Welding

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

Suggested Sequence of Courses by Quarters

			Hours Per Week		Quarter Hours
FIRST QUARTER			Class	Lab.	Credit
WLD	1120	Oxyacetylene Welding and Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading: Mechanical	0	3	1
PHY	1101	Applied Science	3	2	4
ENG	1101	Reading Improvement	2	0	2
			13	17	19
SECOND QUARTER					
WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading: Welding	0	3	1
PHY	1102	Applied Science	3	2	4
ENG	1102	Communication Skills	3	0	3
			12	17	18
THIRD QUARTER					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing and Inspection	1	3	2
DFT	1118	Pattern Development and Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
FOURTH QUARTER					
WLD	1122	Commercial and Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine Shop Processes	0	6	2
BUS	1105	Industrial Organizations	3	0	3
			9	21	16

VOCATIONAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Vocational Program. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit in parentheses, the number of lecture hours, and the number of laboratory hours each week.

Air Conditioning

AHR 1101 Automotive Air Conditioning 3 (2–3)

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.

AHR 1135 Air Conditioning: Automotive 2 (1–3)

A general introduction to principles of refrigeration. Included is the study of the components of the system, the proper connection of components, and the proper handling of refrigerants in charging the system. Emphasis will be on the installation and repair of automobile air conditioners.

Automotive Body Repair

AUT 1111 Auto Body Repair 7 (3–12)

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas. Prerequisite: None.

AUT 1112 Auto Body Repair 7 (3–12)

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquirement of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting. Prerequisites: AUT 1111, WLD 1101, PHY 1101, MAT 1101.

AUT 1113 Metal Finishing and Painting 7 (3–12)

Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools. Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications 10 (3–21)

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. Application of all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1115, PSY 1102, DFT 1101.

AUT 1115 Trim, Glass and Radiator Repair 5 (2–9)

Methods of removing and installing interior trim; cutting, sewing, and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. A thorough study of the engine cooling system, repairing and replacing damaged cooling system components. Tests to insure normal engine cooling operation. Prerequisite: AUT 1112, WLD 1105.

Automotive Mechanics

PME 1101 Internal Combustion Engine 7 (3–12)

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None.

PME 1102 Engine Electrical and Fuel Systems 9 (5–12)

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PME 1102P Electrical Testing Equipment 7 (3–12)

The theory and operation of various automobile electrical units and systems, and the equipment used to diagnose and repair an automobile are studied in detail.

PME 1103P Advanced Internal Combustion Engines 7 (3–12)

An indepth study of the internal combustion engine with emphasis on disassembly and reassembly of engines in motor rebuilding. Engine components and specifications are studied along with techniques of installation.

PME 1124P Automatic Transmissions 8 (6–6)

This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of automatic transmissions. The student is acquainted with the basic principles of automatic transmissions, and his skill developed in servicing and repairing most of the popular types of automatic transmissions.

PME 1126P Service Management Procedures 7 (3–12)

This course is designed to provide the skills necessary for the students to get actual experience in service management procedures. The student is given indepth experiences in diagnosis, testing, adjusting, repairing, and replacing component parts. A close simulation to an actual automotive shop situation will be maintained.

PME 1126 Small Engine Repair 3 (2–4)

This course will give individuals the skills and knowledge necessary for employment as repairmen of small engines. Skill in servicing and repairing is developed through practical shop work. A thorough under standing of the operating principles of this equipment is provided through classroom instruction, group discussions, and shop practice.

AUT 1121 Braking Systems 4 (3-3)

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

AUT 1122 Power Accessories 2 (1-3)

A study of service and repair of the common power accessories found in the modern automobile. Major emphasis will be on power brakes and power steering. Other means of study will include power window lifts, power seats, windshield wipers, heaters, defrosters, and directional signals. Further emphasis will be placed on being able to troubleshoot these items as well as repair.

AUT 1123 Automotive Chassis and Suspension Systems 6 (9-9)

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front end alignment. Prerequisite: PME 1102.

AUT 1124 Automotive Power Train Systems 6 (3-9)

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.

AUT 1125 Automotive Servicing 6 (3-9)

Emphasis on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisite: AUT 1123, AUT 1121, AHR 1101.

AUT 1109 Troubleshooting Automotive Systems 5 (2-9)

Emphasis is placed on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. This course is an opportunity to apply some of the knowledge gained in the previous specialized courses. Troubleshooting of automotive systems provide a full range of experiences in testing, adjusting, repairing, and replacing. All of the previously studied shop equipment will be used.

SPA 1298 Special Problems 2 (0-6)

In some instances, G.I. students will have to enroll in special courses in order to comply with regulations. Special problem courses will provide the student with additional assigned study in the students' major area of study under supervision of an instructor. Special problem courses will be reported as laboratory study and students will be given credit and the grade will be computed in the grade point average.

Business

BUS 1103 Small Business Operations 3 (3-0)

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None.

BUS 1105 Industrial Organizations 3 (3-0)

Methods, techniques, and practices of modern management in planning, organization, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost. Prerequisite: None.

Child Care Worker

EDU 1001 The Nature and Scope of Day Care for Young Children 5 (5–0)

Designed to promote understanding of the role and responsibilities of day care workers. Classroom activities include study of personal adjustment, the developmental sequence in infancy and childhood, and needs of young children for optimal intellectual, emotional, and social development. The importance of the adult-child relationship is emphasized throughout the course. Prerequisite: None.

EDU 1002 Health and Safety of Young Children 5 (5–0)

Designed to promote understanding of factors which influence physical and emotional health during infancy and childhood. Classroom activities focus on practices and procedures for promoting good health among children in group care. The influence of child care workers on health and safety and on the teaching of health habits is emphasized throughout the course. Prerequisite: EDU 1001.

EDU 1003 Creative Activities for Young Children 6 (5–3)

Designed to promote appreciation for the importance of a varied program of activities for young children and to develop understanding of types of activities which should be provided in a group care facility. Classroom activities include discussion of media and techniques, experimentation with various media, and participation in planning activity programs for different age groups. Prerequisite: EDU 1002.

EDU 1004 Field Experience in Child Care Facilities 2 (0–6)

Designed to provide opportunities for students to apply classroom learnings to observation of young children and to participate in their care under the supervision of the teacher. Experience in various types of child care facilities will be related to classroom learnings through assignments, group discussions, and conferences. This course outline is intended to indicate the experiences needed to reinforce learnings of EDU 1001, EDU 1002, and EDU 1003. Satisfactory performance in EDU 1004 is required for completion of the basic pre-employment course for child care workers. Prerequisite: EDU 1003.

EDU 1005 Working With the Young Child 6 (3–9)

An introduction to the relationship of developmental stages to behavior patterns, with emphasis on those methods of interacting with children which promote healthy progress from one developmental stage to the next. Discussions and assignments are designed to develop insight into the student's own attitudes and biases, as a basis for self-understanding and increased capacity for relating to children and adults effectively. Prerequisite: EDU 1001.

EDU 1006 Communicating Effectively With the Young Child 3 (3–0)

Study of language development in relation to adult models and the child's early experiences. Remedial approaches to improving the student's oral communication, in order to serve as an effective model. Case studies provide opportunities to analyze problems of adult-child communication and to derive guidelines for establishing effective communication patterns with young children. Prerequisite: EDU 1001.

EDU 1007 Music in the Early Childhood Program 3 (2–3)

Study of music which is appropriate for young children and ways of integrating music into the total program of activities. Students learn to utilize a wide variety of materials for rhythm, instrumental performance, and dramatic play. Laboratory sessions provide opportunities for learning songs and developing extensive files; field experience provides opportunities to participate in and evaluate music activities for various age groups. Prerequisite: EDU 1003.

EDU 1008 Science in the Early Childhood Program 3 (2–3)

Study of those scientific facts, concepts, and phenomena that are of interest to young children. Laboratory experiences provide opportunities to carry out simple experiments in which young children could participate. Each student will plan a science program which could be used as an integral cimponent of the overall program for young children in group care. Prerequisite: EDU 1003.

EDU 1009 Art in the Early Childhood Program 3 (2–3)

Study of art media in relation to the creative process in young children, of the education component that each medium reinforces, and of the ways a variety of low-cost are activities can be incorporated into a program for young children. Laboratory sessions provide first-hand experience with all of the media, opportunities to explore the uses of each, and practice in the care and storage of materials. Each student will plan a meaningful sequence of art activities which could be incorporated into a program for young children. Prerequisite: EDU 1003.

EDU 1010 Working With the Young Child With Problems 6 (3–9)

Further study of behavior in relation to developmental stages, with emphasis on behavior which is symptomatic of emotional or physical handicaps. Case studies and field observations are utilized for analysis of problems commonly encountered in group situations. Effective interaction and other types of remedial help are explored. Behavior of the child care worker is analyzed as a possible factor in contributing to or alleviating maladjustment, with focus on the importance of constructively utilizing an analytic approach to self-development and to improved interpersonal skills. Prerequisite: EDU 1005.

EDU 1011 Conceptual and Language Development 3 (3–0)

Study of means for helping children develop in their ability to communicate and to formulate concepts about their environment. Emphasis is on utilization of all facets of the program to reinforce concept development and to increase vocabulary through stimulation of oral communication. Reading assignments and recordings of children's speech provide opportunities to study speech development, to establish realistic expectations and to identify children with needs for special attention to language development. Prerequisite: EDU 1006.

EDU 1012 Literature in the Early Childhood Program 3 (3–0)

Study of literature for young children, with emphasis on criteria for evaluating the literary value of children's books. Extensive reading and development of a topical file provide resources for selection of appropriate materials to use in field practice, to develop skill in oral reading and in story telling. Prerequisite: EDU 1006.

EDU 1013 Parent Education 3 (3–0)

Designed to develop understanding of the rewards and difficulties of parents. Role playing provides opportunities to practice ways of working with parents through home visits, individual conferences, informal conversations, and group meetings. The relationship of the child care facility to other community agencies is explored, including ways each can best serve children and their families. Emphasis is given to the responsibility of child care workers to know about community resources, to be sensitive to needs of parents, and to help parents become aware of and utilize services of the community. Prerequisite: 1001.

EDU 1014 Administration and Supervision in A Preschool Facility 3 (3–0)

Designed to assist students to develop a philosophy of preschool education which can serve as a guide in establishing policies and procedures for the operation of a center for group care of young children. Emphasis is given to principles of supervision and techniques for promoting acceptance of a philosophy by the total staff. Prerequisite: EDU 1001.

EDU 1015 Group Care of Infants 3 (3–0)

Study of development from birth to age three and of the problems specific to group care of children under 3. Each student will develop a plan of care for a group of 5 children; the plan must reflect concern for the child's total development and show procedures for dealing with the practical problems of providing safe care for infants and toddlers. Prerequisites: EDU 1001 and EDU 1002.

Cosmetology

C001 Scientific Study I 6 (42–63)

This is a course for beginning in Cosmetology. It includes a study of Professional Ethics, Grooming and Personality Development, Sterilization, Sanitation, First Aid and Bacteriology, Cosmetology Law, Anatomy, Chemistry, Nails, Nail Disorders, Manicuring, Hair, Scalp, Skin, and Disorders pertaining to the hair, scalp, and skin.

C011 Mannequin 'Practice 7 (13-212)

A study of Finger Waving, Pin Curling, Rollers, Marcelling, Hair Relaxing, Shampooing and Rinses, Scalp Treatment, Hair Cutting, Permanent Waving, Hairdressing and Combing, Hair Tinting, Bleaching, Frosting, Streaking, Wig Care and Styling.

C002 Scientific Study II 5 (55-0)

A classroom study of skin, scalp, hair, nails, and their disorders salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs and hair coloring.

C022 Clinical Application I 8 (0-275)

A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of Bacteriology, Pin Curling, Finger Waving, Rollers, Permanent Waving, Marcelling, Chemical Relaxing, Hairdressing and Wigs, Manicuring and Pedicuring, Skin and Scalp Disorders, Hair Coloring, and Hair Cutting.

C003 Scientific Study III 5 (55-0)

A classroom study of Anatomy, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Theory of Massage, Scalp Treatments, Superfluous Hair Removal, Grooming and Hygiene.

CU33 Clinical Application II 8 (0-275)

This course gives continued laboratory practice and application of techniques in Hair Shaping, Professional Ethics, Manicuring, Chemistry, Cosmetics-Facials, Hair Styling, Hair Coloring (rinses, etc.) and Scalp Treatments.

C004 Scientific Study IV 5 (55-0)

A classroom study of Chemistry,. Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Beauty Salon Salesmanship Management, Electricity, Cold Waving and Hair Shaping.

C044 Clinical Application III 8(0-275)

A continued study of laboratory practices in Chemistry, Sanitation, Sterilization, Hair Coloring and Lash and Brow Tinting, Artistry in Hair Styling, Cold Waving, and Hair Shaping.

Electrical

ELC 1112 Direct and Alternating Current 12 (10-6)

A study of the electrical structures of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by OHM's Law and Kirchhoff's Law. A mental concept of alternating current flow, reactance, impedance, phase angle, power, and reasonance. Analysis of alternating current circuits.

ELC 1113 Alternating Current & Direct Current Machines & Controls 8 (4-12)

Provides fundamental concepts in single and polyphase alternating current circuits, voltage, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances.

ELC 1124 Residential Wiring 8 (5-9)

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups. Prerequisites: ELC 1113, DFT 1110.

ELC 1125 Commercial and Industrial Wiring 9 (5-12)

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: ELN 1118, ELC 1124.

ELN 1112 Vacuum Tubes and Solid State Devices 12 (7–15)

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes and simple voltage amplifier circuits. Transistor theory, operation, characteristics and their application to audio and radio frequency amplifier and oscillator circuits. Troubleshooting and repair of solid state devices. Prerequisites: ELC 1112, MAT 1115.

ELN 1113 Television Theory and Circuits 7 (5–6)

This is a beginning theory course which introduces the study of the following: brightness control and DC re-insertation circuits, video detector stages, automatic gain control circuits, deflection oscillator and amplifier stages, automatic frequency control circuits, picture IF amplifier stages and RF tuner units, etc. Shop work will include construction, analysis, testing and simple troubleshooting of the stages studied in class. Visual alignment and adjustments of control circuits are performed. Prerequisites: ELC 1112, ELN 1122, MAT 1115.

ELN 1118 Industrial Electronics 5 (3–6)

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications. Prerequisite: ELC 1113.

ELN 1119 Industrial Electronics 5 (3–6)

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118.

ELN 1125 Radio Receiver and Amplifier Servicing 8 (4–12)

An introduction to commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits will also be taught. Principles of radio reception and practices of servicing; included are block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignment of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122, MAT 1115, ELC 1112

ELN 1127 Television Receiver Circuits and Servicing 15 (10–15)

A study of principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting and repair of the color television circuits. Prerequisites: ELN 1125.

ELN 1128 Advanced Color Television 10 (5–17)

Extensive lab work involving the repair of color receivers, converquence procedures, installation of picture tubes, trouble shooting, I.F., and color bandpass alignment, automatic fine tuning, automatic tint and color controls will be studied in detail.

ELN 1130E Small Appliance Repair 3 (2–3)

Classroom and lab experiences diagnosing and repairing small appliances such as toasters, irons, small motors, replacing switches and cords and thermostats.

ELN 1135E Servicing Techniques 10 (5–15)

Short cuts to servicing electronic devices, professional servicing techniques, do's and don'ts of servicing.

ELN 1140E Industrial Electronics and Communications 8 (5–10)

A study of circuits and components used in industry, medical electronics, sound system, intercon systems, fire alarm systems, burglar alarms.

ELN 2310 Electronic Project 4 (2–8)

Students will build or repair a project of their preference under the direction and guidance of the instructor.

ELN 2320 F.C.C. Rules and Regulations 2 (2–0)

Study of elements 1, 2, 3, 4 of the F.C.C. rules and regulations pertaining to operating procedures of radio communications.

ELN 2330 F.C.C. 2nd Class License Preparation 5 (5–0)

Review of theory required to pass the second class license examination.

ELN 2340 1st Class License Preparation 5 (5–0)

Study of the F.C.C. rules and regulations and required theory to pass the class examination.

English

ENG 1101 Reading Improvement 2 (2–0)

Designed to improve the student's ability to read rapidly and accurately. Use of special machines for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Prerequisite: None.

ENG 1102 Communication Skills 3 (3–0)

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

General Studies

EDU 1026 General Studies I 10 (10–0)

General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content are highly flexible to enable the instructor respond to the specific needs of each individual.

EDU 1027 General Studies II 10 (10–0)

General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematic problems, and presenting human relations situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.

Drafting

DFT 1101 Schematics and Diagrams. 1 (0–3)

Interpretation and reading of blueprints and development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1113 Blueprint Reading 1 (0–3)

Reading and interpretation of blueprints, drawings, charts, wiring diagrams, service manuals and associated information.

DFT 1104 Blueprint Reading: Mechanical 1 (0–3)

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; line views, dimensioning procedures, and notes. Prerequisite: None.

DFT 1110 Building Trades Blueprint Reading and Sketching 2 (0–6)

Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1117 Blueprint Reading: Welding 1 (0-3)

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specification. Prerequisite: DFT 1104.

DFT 1118 Pattern Development and Sketching 1 (0–3)

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisites: None.

Mathematics

MAT 1101 Fundamentals of Mathematics 5 (5–0)

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, and division. Fractions, decimals, powers and roots, percentages, ratio, and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None.

MAT 1102 Algebra 5 (5–0)

Basic concepts and operations of algebra. Historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.

MAT 1103 Geometry 3 (3–0)

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles applied to shop operations. Prerequisite: None.

MAT 1115 Electrical Mathematics 5 (5–0)

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current. Prerequisite: None.

MAT 1116 Electrical Mathematics 5 (5–0)

In depth treatment to give a working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115.

Practical Nursing

NSG 1101 Basic Science 6 (6–0)

This course includes a study of the general plan of the body and its nine systems: muscular, skeletal, respiratory, circulatory, digestive, urinary, endocrine, nervous and reproductive. Also included are the fundamental principles of nutrition and selected aspects of microbiology.

NSG 1102 Vocational Adjustments I 2 (2–0)

This course is designed to assist the student in understanding herself, her vocation, and the individuality of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in adjusting to the role of the practical nurse as a member of the health team.

NSG 1103 Mathematics 3 (3–0)

Included in this course is a review of basic arithmetic procedures: addition, subtraction, multiplication and division. Fractions, decimals, percentages and proportions, Fahrenheit and centigrade scales, Roman numerals, metric and apothecaries systems are also studied, with application to nursing situations.

NSG 1104 Introduction to Patient Care 8 (6–6)

This course is planned to provide the opportunity for students to gain a knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Laboratory hours provide opportunity for demonstration and practice of basic nursing functions discussed in the classroom.

NSG 1105 Communicative Skills 3 (3–0)

This course is designed to aid the student in the improvement of self-expression, written composition, and speaking. Emphasis is placed on grammar, diction, spelling, vocabulary, handwriting, and reading ability, in addition to the fundamentals of charting. The course is intended to stimulate students to apply the principles of communication to both nursing and social experience.

NSG 1106 Medical Surgical Nursing I 2 (2–0)

This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical and surgical conditions. Emphasis is placed on the causes of disease, the body's response to illness, symptoms and diagnosis of illness, the aged, the chronically ill, the patient with cancer, and the patient with an infectious disease.

NSG 1107 Maternity Nursing 4 (4–0)

This course is designed to provide opportunities for students to acquire the knowledge, understanding, and skill required for rendering safe and effective nursing care to both the maternity patient and the newborn infant. Classroom instruction provides the background essential for related clinical experiences.

NSG 1108 Nursing Care of Children 4 (4–0)

In this course, students consider the patterns of normal growth and development. Students should acquire the knowledge, understanding, and skills needed to give safe and effective nursing care to infants and children. Parallel guided experiences are provided in the clinical area.

NSG 1110 Medical Surgical Nursing II 7 (7–0)

This course is a continuation of Medical-Surgical Nursing I. Emphasis is placed on understanding the principles of nursing care of patients with disorders of the skin, musculoskeletal, cardiovascular, respiratory, digestive, and urinary systems.

NSG 1111 Basic Pharmacology 3 (3–0)

The basic concepts of drug therapy and an appreciation of the responsibilities and limitations of the Licensed Practical Nurse are emphasized in this course.

NSG 1113 Medical-Surgical Nursing III 3 (8–0)

This course is a continuation of Medical-Surgical Nursing II. Emphasis is placed on understanding the principles of nursing care of patients with disorders of the endocrine, reproductive, nervous, and sensory systems. The care of the critically ill patient, the practical nurses' role in accident and emergency situations, and patients who have a psychiatric problem are also discussed.

NSG 1114 Vocational Adjustments II 2 (2–0)

This course is designed to help the student practical nurse acquire knowledge of opportunities for employment, how to apply and resign from a job, nursing organizations, and the ethical and legal responsibilities she will have as a graduate.

NSG 1109, 1112, 1115 Hospital Care of Patients I, II, and III 8 (0–24)

This course offers hospital experience in three specialties, which include medical-surgical nursing, care of the maternity patients with the newborns, and nursing of infants and children. It provides these selected experiences to increase the student's knowledge of the patient's condition and beginning skills in safe, effective care, within her defined nursing role. (Offered each quarter.)

Physics

PHY 1101 Applied Science 4 (3–2)

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisites: None.

PHY 1102 Applied Science 4 (3–2)

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

Social Science

PSY 1101 Human Relations 3 (3–0)

A study of the basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

Welding

WLD 1101 Basic Gas Welding 1 (0–3)

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable. Prerequisite: None.

WLD 1105 Auto Body Welding 1 (0–3)

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Prerequisite: WLD 1101.

WLD 1112 Mechanical Testing and Inspection 2 (1–3)

The standard methods for mechanical testing of welds. Introduced to the various types of tests and testing procedures and performance of the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.

WLD 1120 Oxacetylene Welding and Cutting 7 (3–12)

Introduction to the history of oxacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of welds. Prerequisites: None.

WLD 1121 Arc Welding 7 (3–12)

The operation of AC transformers and DC motor generator arc welding sets. Studies of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Emphasis on safety procedures in the use of tools and equipment. Prerequisite: None.

WLD 1122 Commerical and Industrial Practices 6 (3–9)

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the project. Emphasis on maintenance and repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 1121.

WLD 1123 Inert Gas Welding 2 (1–2)

Introduction and practical operations in the use of inert-gas-shield arc welding. A study of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods process variations and applications, manual and automatic welding. Prerequisites: WLD 1120, WLD 1121.

WLD 1124 Pipe Welding 7 (3–12)

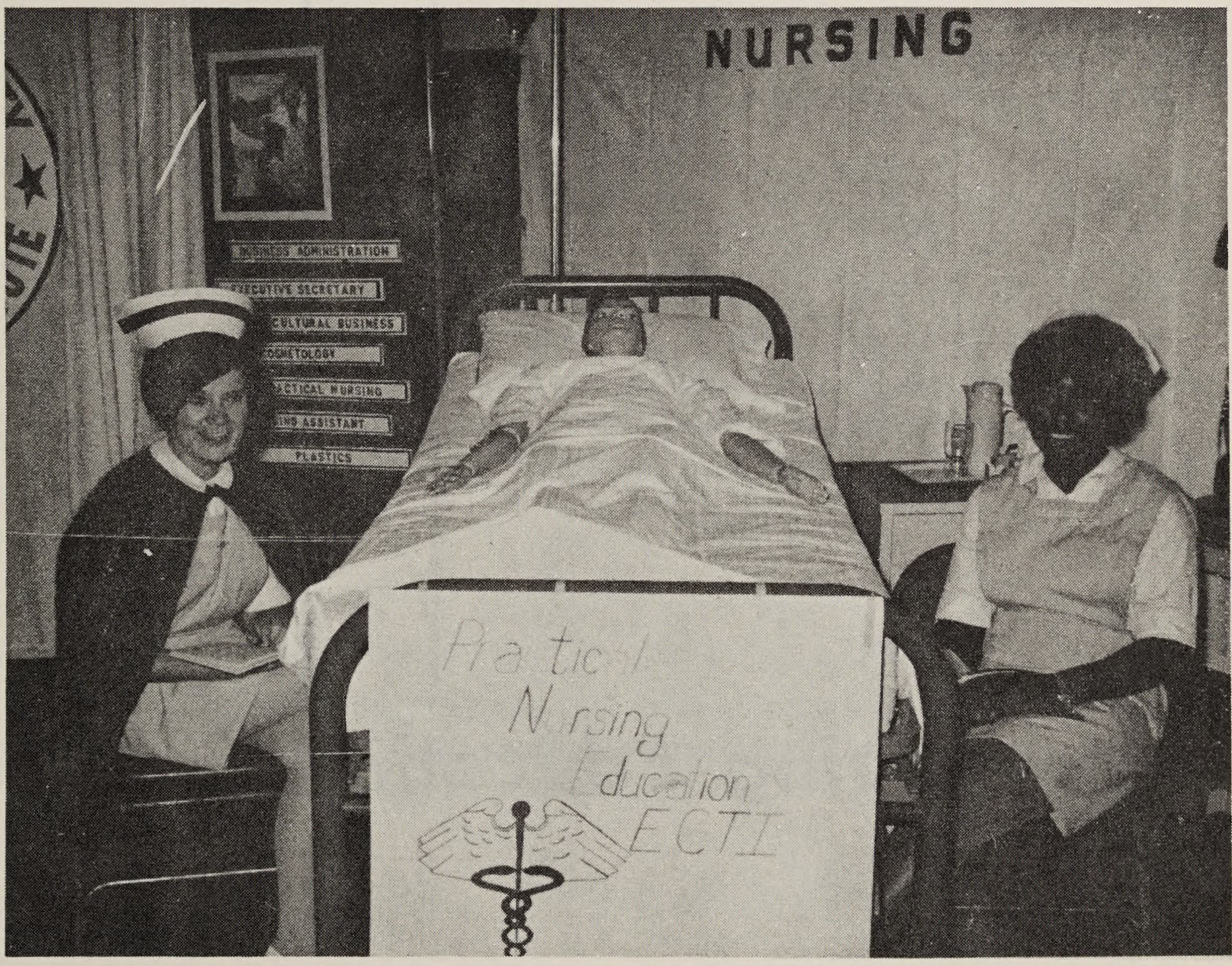
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and XI of the ASME code. Prerequisite: WLD 1121.

WLD 1125 Certification Practices 5 (3–6)

Involves practice in welding the various materials to meet certification standards. Use of various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

MEC 1112 Machine Shop Processes 2 (0–6)

To acquaint the student with the procedures of layout work and the use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. Prerequisite: None.



Continuing Education

ADULT EDUCATION

General Information

An important function of Edgecombe Technical Institute is to provide general education opportunities to the adults of Edgecombe County. Adults interested in up-grading courses, skill improvements, high school completion, or personal interest classes will find such programs explained on the following pages. Additional information about any program in this section may be obtained by contacting the Director of Continuing Education, Edgecombe Technical Institute. Tarboro 823–5166, Rocky Mount 442–8027.

Admission

Any adult living within a commuting distance of the Institute is eligible to attend adult education classes offered by the Institute on campus or at any of the several adult education centers in Edgecombe County. Any student admitted to class must have reached his 18th birthday and his regular public school class must have graduated.

Class Locations

A number of adult classes are held on the Institute campus Other classes are conducted in communities of the county. New classes may be established whenever a sufficient number of in a given community show interest in having classes brought to their community.

Fees

No fee is charged for adult education courses offered by the Institute. The only cost to the student will be the purchase of a textbook when required by the course.

Attendance

Adults are expected to attend classes regularly. Attendance records are maintained by class teachers. Certificates are issued to students that satisfactorily complete the course work and have attended seventy-five percent of the class meetings.

Certificates and Diplomas

Certificates are awarded students meeting minimum requirements for many of the classes and programs for adults. Adult High School Diplomas are awarded adults meeting the requirements of the High School Program. The Adult High School Diploma may not be issued to any one under the age of twenty-one. If completion of the program is attained before reaching 21 years of age, the student may request a letter of confirmation from the Adult Division.

Permission to Enroll

For admission to the Adult High School Diploma Program, a person must be at least 18 years of age. Provided, that on written recommendation of the local school superintendent, individual public school dropouts between the ages of 16 and 18 may be admitted as students with special needs.

Adult Basic Education (Grades 1-8)

Adult Basic Education is a program designed with one major purpose—to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

No registration fee is required and materials are provided by the Institute. All materials used have been especially prepared with emphasis on individual needs and interests.

Classes are organized in the following groups:

GROUP I

The Basic fundamentals of reading, writing, and arithmetic are stressed in Group I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

GROUP II

Additional development of the fundamental skills is stressed. The student learns to work individually and independently. Science and social studies are included in the curriculum at this level.

GROUP III

Group III is a continuation of the second level with more individual study and a greater scope of subject matter. With the completion of Group III the adult should be equipped to go into Adult High School program.

Adult High School Courses

The Adult High School Diploma Program is designed for adults, 18 years of age or older, who have not finished their high school education. Adults are afforded the opportunity to earn their high school diploma through a teacher instructed, accelerated program of studies. This program is conducted in cooperation with local boards of education and is held at the high school in each community.

The Program is organized on two levels which include the following courses:

Level I	English Mathematics U. S. Government Physical Science
Level II	English Algebra U. S. History Life Science

Adult students are given placement tests prior to their enrollment in the program to determine the appropriate grade level in which they should begin. Students are required to pass each course from the point at which they began through the 11-12th grade level. Upon successful completion of the required courses, a standardized final achievement test is given to determine eligibility for the adult high school diploma. This diploma is awarded by the local Board of Education.

Cultural Development and General Interest Courses

The cultural development program enables the adult to learn a skill in an area of his own interests. The cultural development courses offered are not Institute credit courses, but in most instances carry the character of Institute instruction. All classes offered by the Institute are open to the adults of the community through the Adult Education and Extension Department.

Classes offered each quarter will vary according to seasonal nature and demand. Before any class can definitely be scheduled, there must be an indication through applications that a sufficient number of adults will be enrolled.

Prepared listings of proposed classes are available each quarter and may be obtained by contacting the Adult Education Division.

Examples of Cultural Development and General Interest Course:

Sewing
Tailoring
Dancing
Knitting
Drapery Making
Guitar
Decoupage
Portrait Painting
Ceramics

Learning Laboratory

The Learning Laboratory program at the Edgecombe Technical Institute is designed to provide study opportunities in practically any field that might be of interest to residents of the Edgecombe County area.

Persons interested in participating in the Learning Laboratory, after an initial interview, are provided study materials starting at a point in keeping with their achievement level and are able to progress from there. Students may elect study times adjusted to their own convenience and schedules in that the Laboratory will be in operation on a schedule adjusted to the needs of participants.

A "Learning Laboratory" is essentially an individual study situation, in which any person eighteen years of age or older may undertake most any level of Reading, English, Math, Social Studies, or Science that he desires. All of the material used in the lab is programmed; therefore, there is no need for a classroom teacher.

Programmed material is designed in such a manner as to aid the student in learning information in small sequences called "Frames." Each frame requires an immediate response, and each response is immediately checked. If the student fails to learn, or learns incorrectly, the program makes the correction or reteaches. In this manner the student progresses at his own rate; he neither has to wait for others to catch up nor slow down to someone else's rate.

The coordinator, the person in charge of the learning lab, has the responsibility of locating the level at which a student can proceed.

In addition to the organized classes at the basic and secondary education levels, the General Adult Division offers a large variety of courses both at the school and throughout the area it serves. The type and frequency of these offerings are determined by the demand and interest in a given area of study.

EXTENSION EDUCATION

Fire Service Training

The growing Coastal Plain area of North Carolina requires expansion of fire fighting units and continuous up-grading of fire fighting personnel. Courses to train fire service personnel in the latest techniques and methods of fire fighting are provided through the Extension Division of the Institute. The Fire Service Training program provides training sessions in local departments. This allows the men to be trained as an organized group utilizing equipment that would ordinarily be used in controlling fires.

Fire Service classes include the following areas of study:

Portable Fire Extinguishers
Salvage and Overhaul Practices
Fire Apparatus Practices
Protective Breathing Equipment
Firefighting Procedures
Hose Practices
Fire Steam Practices
Forcible Entry
Rope Practices
Ladder Practices
Ventilation
Rescue Practices
Industrial Fire Brigade
First Aid

Hospitality and Tourism Education

The hospitality industry is the third largest industry in North Carolina and affords many employment opportunities to the people of this state. Hospitality training programs are available through the Institute. Training is provided for personnel in the motel, restaurant, service station, hospital, and retail businesses. Some of the subject areas covered are:

Food and Beverage Management and Service
Food and Beverage Purchasing
Food and Beverage Controls
Maintenance and Engineering
Supervisory Housekeeping

Service Station Attendant Training
Waiter-Waitress Training
Housekeeping Training
Human Relations
Communication
Sales Promotion
Hotel-Motel Law
Economics
Accounting
Front Office Procedure
School Food Service

New Industry Training

The creation of more jobs and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of the industrial education centers. The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, new or expanded, is ready to go into production. In the process of doing this, we will help the plant management develop a long-range training program of its own to meet those replacement and retraining needs that industry should and can be prepared to do for itself.

Management Development Program

The Management Development Program is designed to upgrade the Supervisory and mid-management personnel in business and industry. Classes are scheduled in accordance with the needs of industry.

MDP 1 Principles of Supervision
MDP 2 Job Relations Training
MDP 3 Science of Human Relations
MDP 4 Art of Motivating People
MDP 5 Economics in Business and Industry
MDP 6 Effective Communications
MDP 7 Effective Writing
MDP 8 Effective Speaking
MDP 9 Speed Reading
MDP 10 Work Measurement
MDP 11 Job Methods
MDP 12 Conference Leadership Training
MDP 13 Instructor Training
MDP 14 Creative Thinking
MDP 15 Industrial Safety and Accident Prevention
MDP 16 Industrial First Aid
MDP 17 Employee Evaluation and Interviewing
MDP 18 Job Analysis Training
MDP 19 Management Primer
MDP 20 Job Instruction Training
MDP 21 Supervision in Hospitals
MDP 22 Motion and Time Study (For Supervisors)
MDP 23 Transportation and Traffic Management
MDP 24 Principles of Business and Industrial Management
MDP 25 Labor Laws for Supervisors
MDP 26 Pre-Supervisory Training

Training Services to Business and Industry

The Vocational Extension classes are conducted by Edgecombe Technical Institute to fit the needs of industry and business and to provide training desired by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs. New programs are initiated as the need is indicated by surveys, interviews and sufficient enrollment in individual classes. Some examples of courses offered are:

- Blueprint Reading for All Trades
- Basic Electricity
- Electronics
- Welding
- Brick Masonry
- Refrigeration and Air-Conditioning
- Plumbing
- Electrical Wiring
- Industrial Sewing
- Mathematics

In-plant programs are designed to improve and enhance employee skills. Industry is invited to discuss their needs with the Director of Adult and Extension Programs.

Vocational Extension Courses

Edgecombe Technical Institute offers, in addition to its other programs, a variety of vocational extension courses through its evening program at the Institute and at various facilities throughout the county. These courses afford the opportunity for up-grading, up-dating, and pre-employment in training.

Instruction is offered in the following areas:

- Carpentry
- Brick Masonry
- Nurse's Assistant
- Professional Housekeeping
- Ambulance-Attendant Training
- Commercial Cooking
- Industrial Sewing
- Farm Tractor Mechanics
- Blueprint Reading
- Waiter-Waitress Training
- Small Engine Repair
- Furniture Upholstering

APPLICATION FOR ADMISSION

Edgecombe Technical Institute

TARBORO, NORTH CAROLINA

GENERAL

Name: Mr. Mrs. Miss	Last	First	Middle	Date of Birth	Race

Address:	Number	Street	Town	Zip Code

County of Residence	State of Legal Residence	Telephone No.

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed	Social Security Number

If Single, Give Name and Address of Parent or Guardian

If Married, Give Name and Address of Husband or Wife

EDUCATION

Last School Attended	Date Graduated	Date of Expected Graduation
Address:	Mo. ________	Mo. ________

Yr. ______ Yr. ______

Circle Highest Grade Completed:	6	7	8	9	10	11	12	13	14	15	16

EMPLOYMENT

Name of Present Employer	Occupation	Years Employed
Address of Employer		Telephone No.

MILITARY SERVICE

Have You Had Military Service ☐ Yes ☐ No	Branch of Service	Date of Discharge	Type of Discharge
Address of Selective Service Board			Selective Service Number

Have you taken the GATB test given by Employment Office Counselor? Yes ☐ No ☐

PROGRAM

CHECK PROGRAM FOR WHICH YOU ARE MAKING APPLICATION

Automotive Body Repair
Automotive Mechanics
Business Administration
Child Care Worker
Cooperative Education – College Transfer
Cosmetology
Electronics Servicing
Electrical Installation
Executive Secretary
General Office Technology
Law Enforcement
Nursing Assistant
Plastics Technology
Practical Nursing
Radiologic Technology
Teacher Assistant
Welding

Date you plan to enter ______________________

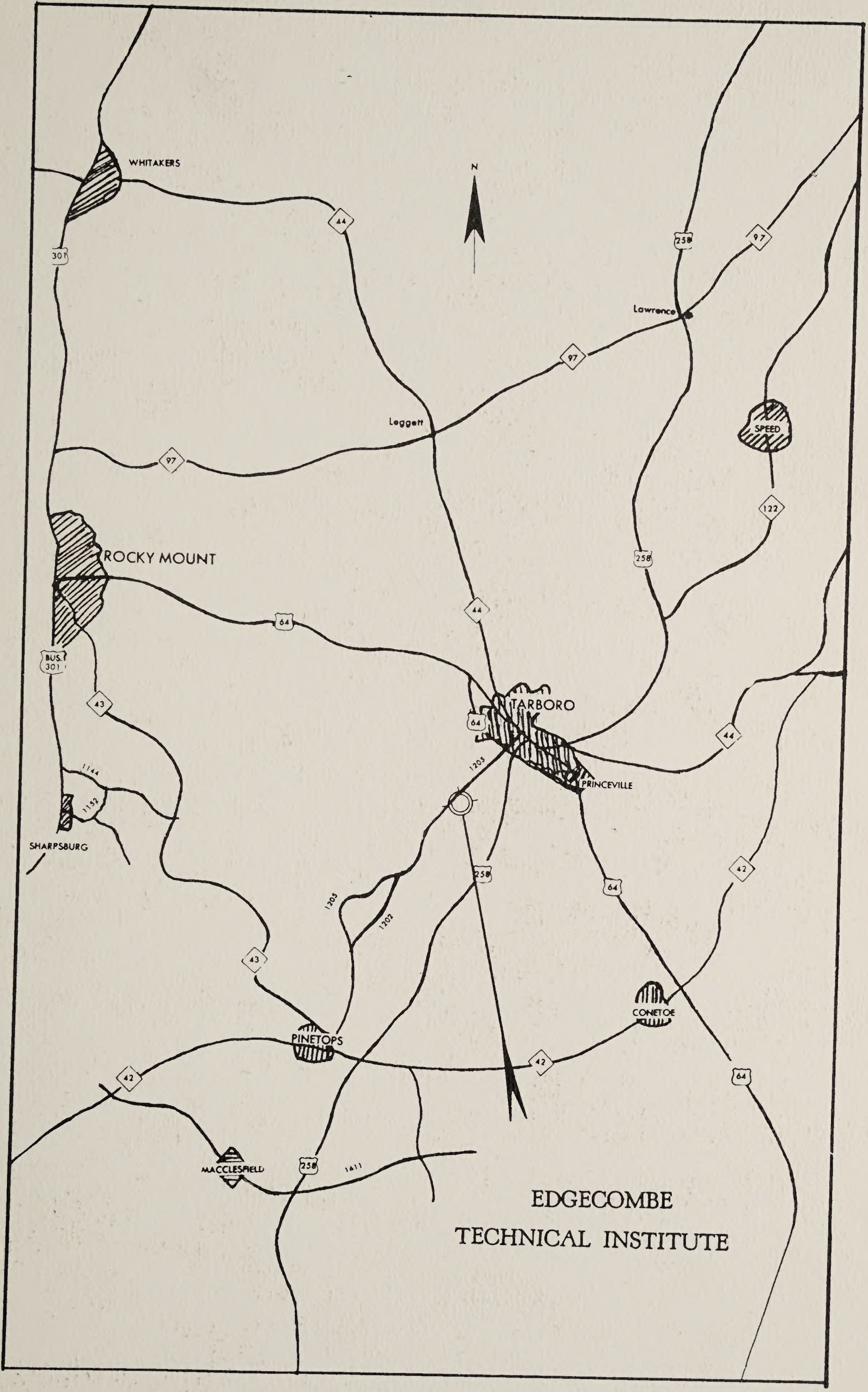
DO YOU WISH TO APPLY FOR FINANCIAL AID

Yes ☐
No ☐

I certify that the information on this application is correct and complete. I agree to abide by the rules and regulations of the Institute if I am accepted as a student.

____
Signature of Applicant

____
Date



EDGECOMBE
TECHNICAL INSTITUTE

EDGECOMBE TECHNICAL INSTITUTE
P.O. Box 550
Tarboro, North Carolina 27886